

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, NY 11743

MINUTES

Approved

Of a Regular Meeting of the Library Board of Trustees
Held December 16, 2025,
at the Main Library – Meeting Room

PRESENT: Trustees: Kimberly Hawkins, Pat McKenna-Bausch, Jennifer Hebert, Sam Sowyrda
Library Director: Jose-Rodrigo Hernandez; Assistant Library Director: Kristine Casper; Administrative Assistant: Gabriele Guerra

EXCUSED: Trustee: Susan Corcoran Waters; Business Manager: Jennifer Mulvihill

Ms. Hawkins called the meeting to order at 6:30 p.m.

Ms. Hebert made a motion, seconded by Mr. Sowyrda, to approve the agenda as presented for the December 16, 2025, Board of Trustees Meeting. The vote was unanimous.

Mr. Sowyrda made a motion, seconded by Ms. Hebert, to approve the Library Board of Trustees Minutes of a meeting held November 18, 2025. The vote was unanimous.

A period of public expression was held.

A motion was made by Ms. Hawkins, seconded by Mr. Sowyrda, that Warrant #22, November End of Month, totaling \$422,887.46, is paid. The vote was unanimous.

A motion was made by Ms. Hebert, seconded by Ms. Hawkins, that Warrant #23, December Disbursements, totaling \$244,622.27, is paid. The vote was unanimous.

Business Manager Jennifer Mulvihill was excused and her written report was acknowledged.

Committee Assignments:

Station Branch Library committee members Kimberly Hawkins and Sam Sowyrda received and approved two recommended contingency projects for the Station restroom renovation.

Labor Management committee members Susan Corcoran Waters and Jennifer Hebert had a preliminary meeting with the union negotiating committee.

A motion was made by Mr. Sowyrda, seconded by Ms. Hebert, to accept the December 2025 Personnel Report, as presented. The vote was unanimous.

Assistant Library Director Kristine Casper didn't have anything to add to her written report and was available for questions.

Director Jose Hernandez highlighted information about our Passport Acceptance Facility from his written report and was available to answer questions.

Unfinished Business: The use of voting machines was discussed. The Board of Elections sent an update as of December 16, 2025 that they would continue to lease and support the voting machines offsite at our location through our April 2026 budget vote. Pick up of equipment required beginning December 29, 2025 through January 9, 2026.

New Business:

A motion was made by Ms. Hebert to revise the Holiday Schedule for 2026 to include the library being closed on Independence Day Sunday, July 5, 2026. It was not seconded. The Holiday Schedule for 2026 remains as approved at the July 15, 2025 meeting.

Policy Section 500 Circulation and Related was discussed and sent back to the Policy committee for review and approval at the next meeting.

Policy Section 400 – Operational Policies II. Programming Policy was discussed and sent back to the Policy committee for review and approval at the next meeting.

Correspondence & Communication: A nice letter was received from a patron thanking librarian Janeth Galliani for all she does.

A period of public expression was offered.

At 7:28 pm a motion was made by Ms. Hebert, seconded by Mr. Sowyrda, to adjourn the meeting. Ms. Hawkins adjourned the meeting at 7:28 pm.

Respectfully submitted:

Prepared by:

Susan Corcoran Waters, Secretary

Gabriele Guerra, Administrative Assistant