

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY LIBRARY HELD ON AUGUST 19, 2024, AT DIX HILLS.

1. The meeting was called to order by Library Board President, Gregory Laub, at 6:30PM. Also present were Board Members, Jacob Goldman, Wayne Griffith, and Joyce E. Bush. Board Member, Larry Bloomstein, was absent with prior notice.
2. Also present were Contingent Library Director, Margaret Hartough, Business Manager, Michele Peluso, and Clerk of the Board of Trustees, Rosemarie Menta.
3. Also present were two staff members: Network & Systems Administrator, Vincent Mangogna, and Building Maintenance Manager, Edward Kelley.
4. The Pledge of Allegiance was recited.
5. Upon a motion by Mrs. Bush, seconded by Mr. Griffith, the Agenda was Adopted.
6. The Board of Trustees discussed phone upgrade options with Mr. Mangogna.
7. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the upgrade of our NEC on-premise phone system to a NEC Univerge Blue Connect cloud phone system through our phone provider DMGT, at a cost not to exceed \$6,000.00.
8. Library Treasurer, Matthew Barnes, joined the meeting at 6:35PM.
9. The Board of Trustees and Mr. Barnes updated the M&T Bank Signature Cards.
10. Mr. Barnes left the meeting at 6:45PM.
11. The Board of Trustees discussed solar panels with Mr. Kelley.
12. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the moving forward of grant paperwork submission with regards to solar panels.
13. Upon a motion by Mr. Goldman, seconded by Mrs. Bush, the Board of Trustees approved the hiring of Campbell Cassetta Architects, PC., for architectural and engineering services for roof mounted solar panel arrays at a cost not to exceed \$19,500.00.
14. Mr. Mangogna and Mr. Kelley left the meeting at 7:05PM.

15. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the minutes of the Annual Reorganization Meeting on July 22, 2024, were approved.
16. Upon a motion by Mr. Goldman, seconded by Mrs. Bush, the minutes of the Regular Board Meeting on July 22, 2024, were approved.
17. Upon a motion by Mrs. Bush, seconded by Mr. Goldman, Abstract No. 1249, in the amount of \$12,201.19, was ratified.
18. Upon a motion by Mrs. Bush, seconded by Mr. Goldman, Abstract No. 1250, in the amount of \$66,244.27, was approved.
19. Upon a motion by Mrs. Bush, seconded by Mr. Goldman, Abstract No. 1251, in the amount of \$40,143.27, was approved.
20. Upon a motion by Mrs. Bush, seconded by Mr. Goldman, Abstract No. 1252, in the amount of \$136,786.25, was approved.
21. Upon a motion by Mrs. Bush, seconded by Mr. Goldman, the Payroll Warrant No. 1560, dated 7/25/24 in the amount of \$155,690.10 was ratified.
22. Upon a motion by Mrs. Bush, seconded by Mr. Goldman, the Payroll Warrant No. 1561, dated 8/08/24 in the amount of \$140,198.87 was ratified.
23. Business Manager, Michele Peluso, discussed financial reports and CD investment options.
24. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees authorized the investment of additional funds in Certificates of Deposit with First National Bank of Long Island.
25. Upon a motion by Mrs. Bush, seconded by Mr. Goldman, the Board of Trustees approved the Resolution of Municipality or School District for the purpose of updating authorized signers with First National Bank of Long Island.
26. Upon a motion by Mrs. Bush, seconded by Mr. Goldman, the Board of Trustees awarded the three (3) year contract for the printing and mailing of the library newsletter to R & J Graphics , 45 Central Avenue, Farmingdale, NY, the lowest bidder, beginning the November/December 2024 newsletter and authorized the Contingent Library Director to enter into the contract.
27. Contingent Library Director, Margie Hartough, shared her Monthly Report and provided a staffing update.

28. The Board of Trustees reviewed the Department Monthly Reports and Department Monthly Statistics.
29. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the Revised June Personnel Report.
30. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board of Trustees approved the Revised July Personnel Report.
31. Upon a motion by Mr. Griffith, seconded by Mrs. Bush, the Board of Trustees approved the August Personnel Report.
32. Upon a motion by Mrs. Bush, seconded by Mr. Griffith, the Board of Trustees entered into Executive Session at 8:02PM to discuss confidential personnel matters.
33. Upon a motion by Mrs. Bush, seconded by Mr. Griffith, the Board of Trustees reconvened into Open Session at 8:08PM.
34. Upon a motion by Mrs. Bush, seconded by Mr. Griffith, the meeting was adjourned at 8:09PM.

Respectfully submitted,

Rosemarie Menta  
Clerk of the Board of Trustees

Wayne Griffith  
Secretary