

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY LIBRARY HELD ON JUNE 21, 2023, AT DIX HILLS.

1. The meeting was called to order by Library Board President, Jacob Goldman, at 6:30PM. Also present were Board Members, Maxine Cohen, Larry Bloomstein, and Bruce Gordon. Board Member, Wayne Griffith, was absent with prior notice.
2. Also present were Assistant Library Director, Charlene Muhr, Business Manager, Michele Peluso, Clerk of the Board of Trustees, Rosemarie Menta, and Substitute Clerk of the Board of Trustees, Anne Votta.
3. Also present was Margie Hartough awaiting her official appointment as Contingent Library Director.
4. Also present was Library Attorney, Andrew Martingale, from Quatela Chimeri PLLC.
5. Also present was Vinny Mangogna as guest/staff member.
6. Upon a motion by Mr. Bloomstein, seconded by Mrs. Cohen, the minutes of the Regular Board Meeting on May 22, 2023, were approved. (Mr. Bloomstein abstained.)
7. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board of Trustees entered Executive Session with Library Attorney, Andrew Martingale, at 6:38PM.
8. Upon a motion by Mrs. Cohen, seconded by Mr. Gordon, the Board of Trustees reconvened into Open Session at 7:54PM.
9. Upon a motion by Mrs. Cohen, seconded by Mr. Bloomstein, Abstract No. 1186, in the amount of \$8,839.48, was ratified.
10. Upon a motion by Mrs. Cohen, seconded by Mr. Bloomstein, Abstract No. 1187, in the amount of \$61,613.46, was approved.
11. Upon a motion by Mrs. Cohen, seconded by Mr. Bloomstein, Abstract No. 1188, in the amount of \$65,647.60, was approved.
12. Upon a motion by Mrs. Cohen, seconded by Mr. Bloomstein, Abstract No. 1189, in the amount of \$113,144.22, was approved.
13. Upon a motion by Mr. Bloomstein, seconded by Mrs. Cohen, the Payroll Warrant No. 1530, dated 6/1/23 in the amount of \$142,082.87 was ratified. (Mr. Gordon abstained).

14. Upon a motion by Mr. Bloomstein, seconded by Mrs. Cohen, the Payroll Warrant No. 1531, dated 6/15/23 in the amount of \$176,816.84 was ratified. (Mr. Gordon abstained).
15. The Board of Trustees discussed Covid Pay and requested a memo be sent to library staff as per the Library Attorney's guidance.
16. Business Manager, Michele Peluso, discussed financial reports.
17. The Board of Trustees discussed a self-check shelf.
18. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board of Trustees approved the hiring of April Francis to provide a 3-hour Diversity, Equity, and Inclusion presentation for the staff in the Fall of 2023 at a cost not to exceed \$750.00.
19. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board of Trustees appointed Margaret Hartough as Contingent Library Director and reinstated Charlene Muhr as Assistant Library Director effective June 12, 2023.
20. Upon a motion by Mr. Bloomstein, seconded by Mrs. Cohen, the Board of Trustees amended the Notary Policy as per suggestions from Library Attorney, Andrew Martingale.
21. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board of Trustees adopted a Nursing Employees' Accommodation Policy as per guidance from Library Attorney, Andrew Martingale.
22. Upon a motion by Mrs. Cohen, seconded by Mr. Gordon, the Board of Trustees approved the attendance of Children's Librarian, Tara Ragona, to the Family Place Training Institute at Middle Country Public Library from October 16, 2023, to October 19, 2023, at a cost not to exceed \$1,500.00.
23. The Board of Trustees discussed the renewal of a one-year security system agreement with Security Management Systems, Inc., and requested it be tabled pending additional information.
24. Upon a motion by Mr. Bloomstein, seconded by Mrs. Cohen, the Board of Trustees approved the purchase of Sophos Email Security licensing at a cost not to exceed \$6,200.00.
25. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board of Trustees approved the purchase of eight (8) new 36" x 36" folding card tables and six (6) new 72" x 30" gray tables at a cost not to exceed \$4,371.76.

26. Upon a motion by Mr. Bloomstein, seconded by Mrs. Cohen, the Board of Trustees approved the hiring of Island Elevator to provide a two (2) year elevator service contract for Melville for the period July 1, 2023 – June 30, 2025, at a cost not to exceed \$6,300.00.
27. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board of Trustees approved the hiring of the winning bidder, Commercial Building Maintenance Corp. (CBM), to provide a two (2) year cleaning service contract for both library locations from July 1, 2023 – June 30, 2025, at a cost not to exceed \$255,000.00.
28. The Board of Trustees reviewed the Department Monthly Reports and Department Monthly Statistics.
29. Assistant Director, Charlene Muhr, provided a staffing update.
30. The Board of Trustees discussed transition issues related to the Director and Assistant Director.
31. Upon a motion by Mrs. Cohen, seconded by Mr. Gordon, the Board of Trustees approved the Revised May Personnel Report. (Mr. Gordon abstained.)
32. Upon a motion by Mr. Bloomstein, seconded by Mrs. Cohen, the Board of Trustees approved the June Personnel Report. (Mr. Gordon abstained.)
33. Contingent Library Director, Margie Hartough, shared correspondence.
34. The Board of Trustees discussed program signup protocol.
35. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board of Trustees entered Executive Session to discuss personnel issues at 9:40PM.
36. Upon a motion by Mrs. Cohen, seconded by Mr. Gordon, the Board of Trustees reconvened into Open Session at 9:56PM.
37. Upon a motion by Mrs. Cohen, seconded by Mr. Gordon, the meeting was adjourned at 9:58PM.

Respectfully submitted,

Rosemarie Menta
Clerk of the Board of Trustees

Larry Bloomstein
Board President