

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY LIBRARY HELD ON JULY 24, 2023, AT DIX HILLS.

1. The meeting was called to order by Library Board President, Larry Bloomstein, at 7:06PM. Also present were Board Members, Maxine Cohen, Jacob Goldman, and Bruce Gordon. Board Member, Wayne Griffith, 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. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the minutes of the Regular Board Meeting on June 21, 2023, were approved.
4. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, Abstract No. 1190, in the amount of \$11,943.28, was ratified.
5. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, Abstract No. 1191, in the amount of \$97,141.14, was approved.
6. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, Abstract No. 1192, in the amount of \$43,851.64, was approved.
7. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, Abstract No. 1193, in the amount of \$116,922.11, was approved.
8. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, Abstract No. 1194, in the amount of \$27,901.50, was approved.
9. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Payroll Warrant No. 1532, dated 6/29/23 in the amount of \$164,400.12 was ratified. (Mr. Gordon abstained).
10. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Payroll Warrant No. 1533, dated 7/13/23 in the amount of \$138,509.07 was ratified. (Mr. Gordon abstained).
11. Business Manager, Michele Peluso, discussed financial reports.
12. Library Staff Member/Network and Systems Administrator, Vincent Mangogna, joined the meeting at 7:32PM to discuss old and new business regarding the Library's digital services needs.

13. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Board of Trustees approved the renewal of a 2nd year security service agreement with Security Management Systems (SMS) beginning August 1, 2023, at a cost not to exceed \$13,923.00.
14. Upon a motion by Mrs. Cohen, seconded by Mr. Goldman, the Board of Trustees approved the renewal of a one (1) year Kiosk Self-Service Software Maintenance Agreement with Envisionware at a cost not to exceed \$2,197.00.
15. Upon a motion by Mrs. Cohen, seconded by Mr. Goldman, the Board of Trustees approved the renewal of a renew a one (1) year Kiosk Hardware Maintenance and LPT-One Software Agreement with Envisionware at a cost not to exceed \$1,435.00.
16. Upon a motion by Mrs. Cohen, seconded by Mr. Goldman, the Board of Trustees approved the renewal of a renew a one (1) year LPT-One Mobile Printing Software Agreement with Envisionware at a cost not to exceed \$1,450.00.
17. Library Staff Member/Building Maintenance Manager, Edward Kelley, joined the meeting at 7:43PM to discuss ways to save on PSEG expenses and regarding the Library's building maintenance needs.
18. Upon a motion by Mrs. Goldman, seconded by Mrs. Cohen, the Board of Trustees approved the purchase a 20" Viper floor scrubber at a cost not to exceed \$4,350.00.
19. Vincent Mangogna and Edward Kelley left the meeting at 8PM.
20. In accordance with the Library's Conflict of Interest Policy, the Board of Trustees reaffirmed that there is currently no conflict of interest, and if any situation arises in the future that they believe may involve a conflict of interest, they will promptly and fully disclose in writing the circumstances thereof to the Library Director or the Secretary of the Board of Trustees, as applicable.
21. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Board of Trustees authorized the attendance of up to five (5) Library Trustees and three (3) staff members at the New York Library Association Conference in Saratoga Springs, New York, November 1-4, 2023, at an amount not to exceed \$2,500.00 per attendee.
22. Contingent Library Director, Margie Hartough, shared her Monthly Report and provided a staffing update.
23. The Board of Trustees reviewed the Department Monthly Reports and Department Monthly Statistics.

24. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Board of Trustees approved the Revised May Personnel Report. (Mr. Gordon abstained.)
25. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Board of Trustees approved the Revised June Personnel Report. (Mr. Gordon abstained.)
26. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Board of Trustees approved the July Personnel Report. (Mr. Gordon abstained.)
27. Upon a motion by Mrs. Cohen, seconded by Mr. Goldman, the meeting was adjourned at 8:36PM.

Respectfully submitted,

Rosemarie Menta
Clerk of the Board of Trustees

Jacob Goldman
Secretary