

HALF HOLLOW HILLS COMMUNITY LIBRARY

MONTHLY MEETING AGENDA

Wednesday, June 21, 2023

6:30 PM

- I. Call to order.
- II. Executive Session if motion approved by majority of Trustees present for discussion of items relevant to Executive Session.
- III. Reading, amendment, if necessary, and approval of the minutes of the Regular Board Meeting on May 22, 2023.
- IV. Correspondence & comments from visitors.
- V. Ratification of Abstract No.1186 - \$8,839.48
Approval of Abstract No. 1187 - \$61,613.46
Approval of Abstract No. 1188- \$65,647.60
Approval of Abstract No. 1189- \$113,144.22
Ratification of Payroll Warrant - No.1530 dated 6/1/23 \$142,082.87
Ratification of Payroll Warrant - No.1531 dated 6/15/23 \$176,816.84
- VI. Financial Report
 1. Covid Pay – Discussion
- VII. Old Business
 1. Self-Check Shelf – Discussion/Update
 2. DEI Training – Resolution to hire 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.
- VIII. New Business
 1. Contingent Library Director – Recommendation to appoint Margaret Hartough as Contingent Library Director and to reinstate Charlene Muhr as Assistant Library Director effective June 12, 2023.
 2. Notary Policy Amendment – Recommendation to amend the Notary Policy as per suggestions from Library Attorney, Andrew Martingale.

3. Nursing Employees' Accommodation Policy– Recommendation to adopt a Nursing Employees' Accommodation Policy as per guidance from Library Attorney, Andrew Martingale.
4. Family Place Training – Recommendation to allow Children's Librarian, Tara Ragona, to attend 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.
5. Security System Service Agreement – Recommendation to renew a one-year security system agreement with Security Management Systems, Inc. from July 1, 2023 – June 30, 2024, at a cost not to exceed \$15,480.00.
6. Sophos Additional Email Security – Recommendation to purchase Sophos Email Security licensing at a cost not to exceed \$6,200.00.
7. Tables – Recommendation to purchase 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.
8. Elevator Service Contract for Melville – Recommendation to hire 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.
9. Cleaning Service Contract – Recommendation to hire 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.

IX. Building Project

X. Operations

1. Department Monthly Reports
2. Department Monthly Statistics
3. Staffing Update – Discussion
4. Transition Issues Related to Director and Assistant Director - Discussion

XI. Personnel Reports

1. Revised May
2. June

XII. Adjournment