

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY LIBRARY HELD ON JULY 25, 2022, AT DIX HILLS.

1. The meeting was called to order by Library Board President, Jacob Goldman, at 6:40PM. Also present were Board Members, Bruce Gordon, Larry Bloomstein and Wayne Griffith. Maxine Cohen was absent with prior notice.
2. Also present were Helen Crosson, Library Director, Charlene Muhr, Assistant Library Director, Michele Peluso, Business Manager, Rosemarie Menta, Clerk of the Board of Trustees, and Tate Crowell, staff host for Zoom meeting. Anne Votta, Substitute Clerk of the Board of Trustees, was absent with prior notice.
3. There were no guests.
4. Upon a motion by Mr. Gordon, seconded by Mr. Griffith, the minutes of the Regular Board Meeting on June 21, 2022, were approved.
5. Upon a motion by Mr. Griffith, seconded by Mr. Gordon, the Board of Trustees approved the purchase and installation of four (4) boiler electrical shutdown switches as required by Harford Insurance at a cost not to exceed \$5,000.
6. Upon a motion by Mr. Griffith, seconded by Mr. Gordon, the Board of Trustees approved the purchase and installation of three (3) boiler regulators at a cost not to exceed \$10,000.
7. Nina Lesser, Architect, from Peter Gisolfi and Associates, attended the meeting via Zoom at 7:20PM.
8. Nina Lesser discussed the punch list and post-occupancy items for the new building. She also advised that she will be furnishing the substantial completion list and will be conducting one more walk-through of the building with the MEP Engineers and contractors in the near future.
9. Nina Lesser left the meeting at 7:27PM.
10. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, Abstract No. 1123, in the amount of \$15,108.72, was ratified.
11. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, Abstract No. 1124, in the amount of \$48,067.24 was ratified.

12. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, Abstract No. 1125, in the amount of \$80,645.67 was ratified.
13. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, Abstract No. 1126, in the amount of \$156,195.55 was ratified.
14. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, Abstract No. 1127, in the amount of \$1,265.00 was ratified.
15. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, Abstract No. 1128, in the amount of \$99,640.08 was ratified.
16. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, Abstract No. 1129, in the amount of \$27,359.95 was ratified.
17. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Payroll Warrant No. 1505, dated 6/16/22, in the amount of \$181,421.55, was ratified. (Mr. Gordon abstained).
18. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Payroll Warrant No. 1506, dated 6/30/22, in the amount of \$144,159.77, was ratified. (Mr. Gordon abstained).
19. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Payroll Warrant No. 1507, dated 7/14/22, in the amount of \$138,320.38, was ratified. (Mr. Gordon abstained).
20. Michele Peluso, Business Manager, discussed the Abstracts and Warrants. The June 2022 Financials and Project Analysis will be presented at the August 2022 Board Meeting.
21. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees adopted the following policy regarding Page salaries:
  - I. For the remainder of fiscal year 2022-2023, Pages will continue to receive a \$.25 per hour increase on their anniversary date, with the exception of those Pages who have already reached the maximum rate per the 12/31/21 “step chart”. Pages who have reached the maximum rate will not get any additional increase.
  - II. Effective fiscal year 2023-2024, all Pages will receive a \$.25 hourly increase on July 1st (consistent with staff who are in the Employee Association). The Association’s “6 month rule” will be applied to newly hired Pages. This rule states: “New employees hired less than six (6) months before July 1st must wait 6 months before receiving the contractual salary increase.”

22. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the purchase of two (2) MacBook Pro Laptops for the Makerspace at a cost not to exceed \$3,700.
23. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees authorized the attendance of up to five (5) Library Trustees, the Director, and two staff members at the New York Library Association Annual Conference in Saratoga Springs, New York, November 2-5, 2022, at an amount not to exceed \$2,200 per attendee.
24. The Board of Trustees discussed Canteen and it was agreed that vending machines will be installed.
25. The Board of Trustees reaffirmed that they do not have any potential conflict of interest as set forth in the Library Conflict of Interest Policy.
26. Helen Crosson, Library Director, discussed her Director's Report, shared patron correspondence, and provided a staffing update.
27. Upon a motion by Mr. Bloomstein, seconded by Mr. Griffith, the Board of Trustees approved the Personnel Report (Mr. Gordon abstained).
28. Mr. Bloomstein left the meeting at 7:30PM with prior notice.
29. Mr. Gordon suggested the Electric Car Charging Stations be turned off pending payment processing configuration.
30. Mr. Goldman suggested the Library look into having the General Elections held at 55 Vanderbilt Parkway.
31. Upon a motion by Mr. Griffith, seconded by Mr. Gordon, the Board of Trustees entered Executive Session to discuss personnel matters at 7:39PM.
32. The Board of Trustees exited Executive Session at 7:49PM.
33. Upon a motion by Mr. Griffith, seconded by Mr. Gordon, the meeting was adjourned at 7:49PM.

Respectfully submitted,

Rosemarie Menta  
Clerk of the Board of Trustees

Larry Bloomstein  
Secretary