

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY LIBRARY HELD ON NOVEMBER 20, 2023, AT DIX HILLS.

1. The meeting was called to order by Library Board President, Larry Bloomstein, at 6:30PM. Also present were Board Members, Maxine Cohen, Jacob Goldman, and Joyce E. Bush.
2. Also present were Contingent Library Director, Margaret Hartough, Business Manager, Michele Peluso, and Clerk of the Board of Trustees, Rosemarie Menta.
3. The Pledge of Allegiance was recited.
4. Board Member, Wayne Griffith arrived at 6:34PM.
5. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the minutes of the Regular Board Meeting on October 17, 2023, were approved.
6. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, Abstract No. 1210, in the amount of \$9,195.79, was ratified.
7. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, Abstract No. 1211, in the amount of \$116,153.72, was approved.
8. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, Abstract No. 1212 in the amount of \$67,080.48, was approved.
9. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, Abstract No. 1213, in the amount of \$542,960.03, was approved.
10. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, the Payroll Warrant No.1540 dated 10/19/23 in the amount of \$154,726.10, was ratified.
11. Upon a motion by Mrs. Cohen, seconded by Mr. Goldman, the Payroll Warrant No.1541 dated 11/02/23 in the amount of \$151,231.35, was ratified.
12. Library Attorney, Andrew Martingale, from Quatela Chimeri PLCC joined the meeting at 6:39PM.
13. Upon a motion by Mrs. Cohen, seconded by Mr. Griffith, the Board of Trustees entered into Executive Session at 6:40PM to discuss contract negotiations.
14. Mr. Martingale left the meeting at 8:24PM.

15. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees reconvened into Open Session at 8:25 PM.
16. Business Manager, Michele Peluso, discussed financial reports, provided an update on the Restricted Cash Account, and discussed the timing of the December Board Meeting as it pertains to bill paying.
17. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the purchase of four (4) Apple Mac Mini computers at a cost not to exceed \$7,500.00.
18. Upon a motion by Mrs. Cohen, seconded by Mr. Griffith, the Board of Trustees authorized the Library to close at 5PM on Friday, December 1, 2023, for the Staff Holiday Party. (Note: Upon further review Post Board Meeting, a decision was later made by Contingent Library Director, Margaret Hartough, not to close the Library at 5PM on Friday, December 1, 2023, due to previously scheduled library programs.)
19. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees updated the Page Salary Schedule as follows:
 - I) Increase Pages whose hourly rate is *below* \$16.00 per hour to the NYS minimum effective 1/1/24.
 - II) As of 1/1/24, the starting rate for newly hired Pages will be \$16.00 per hour through 12/31/24.
 - III) Continue to award Pages an increase of \$.25 per hour on their anniversary date, except for Pages who have already reached the established maximum hourly rate of \$18.75. As a result, some Pages may receive two increases in calendar year 2024 (minimum wage and \$.25 increase).
 - IV) The “Page Step Chart” used in previous years of minimum wage increase will be discontinued.
20. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the proposed SCLS 2024 Operating Budget in the amount of \$16,274,065.00 and authorized the Member Library Support payment upon receipt of the SCLS bill.
21. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the Resolution of Municipality or School District for purposes of updating authorized signers.
22. The Board of Trustees discussed the updated signature cards for M&T Bank.

23. The Board of Trustees discussed the new custodial agreement for M&T Bank.
24. Contingent Library Director, Margie Hartough, shared her Monthly Report and provided a staffing update.
25. The Board of Trustees reviewed the Department Monthly Reports and Department Monthly Statistics.
26. Upon a motion by Mr. Goldman, seconded by Mr. Bloomstein, the Board of Trustees approved the Revised October Personnel Report.
27. Upon a motion by Mrs. Bush, seconded by Mr. Griffith, the Board of Trustees approved the November Personnel Report.
28. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the meeting was adjourned at 9:09PM.

Respectfully submitted,

Rosemarie Menta
Clerk of the Board of Trustees

Jacob Goldman
Secretary