

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, New York 11743

**MINUTES**  
(Unapproved)

Of a Regular Meeting of the Library Board of Trustees  
Held on December 16, 2008, at  
338 Main Street, Huntington, New York

PRESENT: Trustees: Ann M. Berger, Lauren Gilbert, Martha Kahn and Harriet Spitzer;  
Director: Michael Bogin

EXCUSED: Donald Brosnan

Ms. Spitzer called the meeting to order at 5:39 p.m.

Ms. Gilbert made a motion, seconded by Ms. Kahn, to approve the Library Board Minutes of November 18, 2008, with noted changes. The vote was unanimous.

Ms. Spitzer will look into the cost effectiveness of hand dryers vs. paper towels and will get an estimate from the Huntington School District.

A motion was made by Ms. Kahn, seconded by Ms. Gilbert, that Warrant 11/30/08, 12/5/08 and 12/16/08 totaling \$528,342.58 is paid. The vote was unanimous.

Ms. Berger met with the new "Friends of the Library" and reported that the group is moving forward in a positive way. One of the principals on the old bank account has withdrawn their name; we are waiting for one other person to respond. A brochure/application form has been prepared and, once finalized, will be put on the website, as well as included in the Library newsletter. An e-mail address has been established for them and they are looking into obtaining corporate sponsorship. They plan to have a book sale some time in May. It was decided that books that the Library doesn't sell on the book cart would go to the Friends for their sale. A mailbox will be made available to them behind the circulation desk for drop off of future applications, mail, etc. It was decided that the first year's membership will be free to all those wishing to join the Friends. Officers are yet to be voted on and they will look into getting a tax exempt number.

Linda Newel is working with Ms. Sheedy from the Huntington School District on obtaining a comparative analysis with regard to maintenance and building supplies, as well as hand dryers.

With regard to hiring of new staff/interviews, it was decided that Board Trustees would only be included in the final interviews for Department Heads and the Business Manager.

Ms. Spitzer inquired into the procedure of requesting new personnel and/or replacement of existing personnel. As documented in the Policy Manual, Department Heads will prepare a written memorandum indicating the necessity for such appointment. This will be signed by the Department Head, then forwarded to the Director and finally, to the Personnel Committee. Mr. Bogin will prepare a draft of this form which will be reviewed by the Board of Trustees before being officially adopted.

Ms. Kahn distributed a revised copy of the Huntington Public Library Mission Statement. After some discussion, a final copy was agreed upon.

Ms. Gilbert made a motion, seconded by Ms. Berger, to approve the newly revised Mission Statement. The vote was unanimous.

Ms. Berger made a motion, seconded by Ms. Kahn, to accept the Personnel Report with noted changes for November. The vote was unanimous.

Mr. Bogin reported that Lisa Gulino has officially started in her new position as Department Head in Community Services and that the newsletter is of primary importance. Mr. Bogin suggested calling the next issue Winter, 2008-2009.

Ms. Spitzer read a letter from patron, Evelyn Herman, indicating her displeasure with the present distribution of two publications. She questioned the cost effectiveness of having both a newsletter and a program brochure. Ms. Spitzer suggested possibly changing this policy and to have only one publication produced on a monthly basis instead of quarterly. In addition, it was suggested to get a cost comparison of this as well the cost of using better quality paper. Lisa Gulino will be asked to look into this going forward with one publication beginning in March. Mr. Bogin stated that even though there would be a smaller number of pages, there would be the increased cost of mailing on a monthly basis. In addition, there might be some issues with regard to multiple registration dates. Mr. Bogin also stated there would be a separate Budget Brochure issued. Ms. Gilbert suggested including this information within the new format of the newsletter. This will be discussed further.

Stephanie Andris arranged for Dennis Connor to come to the Library to speak to staff regarding new IRS regulations for 403b's. He also met individually with employees to discuss their needs and address any questions they had. Mr. Bogin also asked Mr. Connor to look into companies who could offer employees an annuity based, fixed income fund thereby also receiving the benefit of the tax deduction.

The switch to Long Island Fiber has been completed with a few glitches that needed to be worked out. As of today, all problems have been resolved and download speeds are reported to be much faster.

Mr. Bogin reported that Gini Booth was optimistic that she could continue Literacy Services at the Station Branch without receiving the funding which was provided by the Library in the past.

Heckscher Museum items are yet to be reviewed by the Director of the museum. Ms. Spitzer would like to get a confirmed date when this will happen.

Other unfinished business included: The Library has received the C.O. and is in full compliance with all proposed changes indicated by the Fire Marshall. The Friends have requested to have the Library pay for membership to a newsletter *Friends of the Library – USA*. Once the Friends bank account is restructured, this fee will be reimbursed to the Library. Use of a signature stamp by our treasurer was revisited. While Ms. Spitzer and Ms. Kahn did not like the idea of such a stamp, Mr. Bogin stated that there is a need for this stamp; however, precautions must be in place and the stamp locked up and stored in a secure location. It was decided for security reasons that a stamp not be used. Ms. Spitzer suggested that instead, a second name be put on the bank account with authorization to sign in emergencies. Ms. Gilbert, as Treasurer of the Board, agreed to have her name be included on this account. Mr. Bogin will speak with Ms. Andris in the Business Office regarding this.

Mr. Bogin requested approval from the Board to offer a NYS Deferred Compensation Plan (457) to employees of the Library. This plan would be in addition to any tax deferred plan employees may already have and can be moved should the employee leave their present employment. Employees have the ability to go on line and make any changes to distributions/allocations without having to involve a third party administrator. It is an added avenue for employees to invest their money in and is good for the Library.

Ms. Kahn made a motion, seconded by Ms. Gilbert, to adopt the New York State Deferred Compensation Plan for Employees of New York State and other participating public jurisdictions for the voluntary participation of all eligible employees. The vote was unanimous.

Kevin Verbesey sent correspondence to the Trustees requesting their input to be included in a Trustee Workshop which is in the beginning stages of being created. A Save the Date was received for Library Legislation Day which will be held on Tuesday, March 10, 2009. Details will be forthcoming.

The Board wished to thank the Department Heads for the preparation of their respective job descriptions. The Board appreciated the effort and fine quality of their work.

At 7:25 p.m. the meeting convened to Executive Session. At 9:00 p.m., Ms. Spitzer reconvened the meeting.

A motion was made by Ms. Kahn, seconded by Ms. Gilbert, to adjourn the meeting. At 9:05 p.m., the meeting was adjourned.

Respectfully Submitted:

Prepared By:

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Martha Kahn, Secretary

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Claire Tietjen, Recording Secretary