

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, New York 11743

MINUTES

Of a Regular Meeting of the Library Board of Trustees
Held on July 15, 2008, at the
Huntington Public Library Meeting Room

PRESENT: Trustees: Ann M. Berger, Donald Brosnan, Lauren Gilbert and Harriet Spitzer.
Acting Library Director: Michael Bogin

EXCUSED: Martha Kahn

- I. Mr. Brosnan called the meeting to order at 5:40 p.m.
- II. Appointment of Chairperson: Mr. Bogin was appointed Chairperson for the meeting and proceeded with the order of business.
- III. Election of Officers for 2008/09
 - A. Election of President for 2008/09: Ms. Berger nominated Mr. Brosnan for President. The nomination was seconded by Ms Spitzer and unanimously approved.
 - B. Election of Vice President for 2008/09: Ms Gilbert nominated Ms. Spitzer for Vice President. The nomination was seconded by Ms. Berger and unanimously approved.
 - C. Election of Secretary for 2008/09: Ms Berger nominated Ms. Kahn for Secretary. The nomination was seconded by Ms. Gilbert and unanimously approved.
 - D. Election of Treasurer for 2008/09: Ms. Spitzer nominated Ms. Gilbert for Treasurer. The nomination was seconded by Ms. Berger and unanimously approved.
- IV. Appointments for 2008/09
 - A. Appointment of Legal Counsel: It was moved by Ms. Gilbert and seconded by Ms. Spitzer, to re-appoint Lawrence & Lawrence, Attorneys at Law, from July 1, 2008, to June 30, 2009. The motion carried unanimously.
 - B. Newspaper of Record: It was moved by Ms. Spitzer and seconded by Ms. Gilbert to appoint the *Long Islander* as the newspaper of record, with *Newsday* as a second paper if required by law. The motion carried unanimously.

- C. Appointment of Library Auditor: It was moved by Ms. Spitzer and seconded by Ms. Gilbert to appoint Johnson & Meyer, CPA's as Library Auditor. The motion carried unanimously.
- D. Appointment of Library Treasurer: It was moved by Ms. Spitzer and seconded by Ms. Gilbert to appoint Lori Brett as Library Treasurer. The motion carried unanimously.
- E. Designation of Standing Committees: The following standing committee positions were appointed:
- Planning & Building - Harriet Spitzer and Ann M. Berger
 - Budget & Finance - Lauren Gilbert and Donald Brosnan
 - Services & Programs, Long-Range Planning & Development - Lauren Gilbert and Martha Kahn
 - Personnel - Ann M. Berger and Harriet Spitzer
 - By-laws & Policies - Martha Kahn and Donald Brosnan
- V. Establishment of the Time and Place of Regular Meetings: Ms. Berger moved, seconded by Ms. Spitzer, that the regular meetings be held on the third Tuesday of each month at 5:30 p.m. The motion carried unanimously.
- VI. Approval of Holiday Schedule for 2008/09: Ms. Berger moved, seconded by Ms. Spitzer, to approve the proposed Library Holiday Schedule for 2008/09. The motion carried unanimously.
- VII. Approval of Fines and Fees Charged by the Library: Ms. Berger moved, seconded by Ms. Spitzer, to adopt the presented 2008/09 fines and fees schedule. The motion carried unanimously.
- VIII. Approval of Library Purchasing Policy: Ms. Gilbert moved, seconded by Ms. Spitzer, to reaffirm the Library Purchasing Policy as presented. The motion carried unanimously.
- IX. Approval of By-Laws: Ms. Berger moved, seconded by Ms. Gilbert, to approve the presented 2008-2009 By-Laws. The motion carried unanimously.
- X. A motion was made by Ms. Gilbert, seconded by Ms. Spitzer, to approve establishment of the Reserve Fund as of July 1, 2008, as presented. The motion carried unanimously.
- XI. Ms. Spitzer made a motion, seconded by Ms. Berger, to approve the Library Board Minutes of June 17, 2008. The motion carried unanimously.
- XII. A motion was made by Ms. Berger, seconded by Ms. Spitzer, that Warrant 6/30/08, 7/15/08, Accounts Payable and Prior Year Disbursements totaling \$579,428.74 be paid. The motion carried unanimously.
- XIII. Ms. Berger made a motion, seconded by Ms. Gilbert, to accept the Personnel Report. The motion carried unanimously.

- XIV. Ms. Gilbert made a motion, seconded by Ms. Spitzer, to adopt the policy revision regarding work related travel, Section 100-VII- D of the Policy Manual, as presented. The motion carried unanimously.
- XV. A motion was made by Ms. Gilbert, seconded by Ms. Spitzer, to adopt the new longevity policy which included giving longevity payments on the employee's anniversary date. The motion carried unanimously.
- XVI. At 7:35 pm., the meeting convened to Executive Session. At 8:39 p.m., Mr. Brosnan. reconvened the meeting.
- XVII. A motion was made by Ms. Spitzer, seconded by Ms. Gilbert, to adjourn the meeting. At 8:40 p.m. the meeting was adjourned.

Respectfully Submitted:

Prepared By:

Martha Kahn, Secretary

Claire Tietjen, Recording Secretary