

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, New York 11743

**MINUTES**

Of a Regular Meeting of the Library Board of Trustees  
Held on November 18, 2008, at  
1335 New York Avenue, Huntington Sta., New York

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

EXCUSED:

Mr. Brosnan called the meeting to order at 5:45 p.m.

Ms. Kahn made a motion, seconded by Ms. Gilbert, to approve the Library Board Minutes of October 21, 2008, with the revised changes. The vote was unanimous.

Visitor to the Board Meeting and Librarian, Therese Nielsen, was given the opportunity to speak. She disagreed with how her letter to the Board regarding purchasing books from Book Revue was reported. She suggested following the "Chain of Command" in the event Mr. Bogin is not readily available to give approval for book purchases from Book Revue and not that it should be just at the "discretion of the librarian" as it was reported. Ms. Nielsen went on to state that she is on the L.I. Reads Committee and the next scheduled author is Doris Kearns Goodwin who will be addressing the Suffolk County community, waiving her usual fee. Ms. Nielsen stated that this is a great opportunity for people to see a great author and will probably take place at the Brentwood Public Library. Tickets will be available on a first come, first serve basis. More about this event will be advertised in the Library's newsletter.

Another visitor, Abby Pariser, mentioned she would like the Board meetings to be later in the evening due to traffic issues she was experiencing. She stated she would wait until later in the meeting to discuss other issues.

A motion was made by Ms. Kahn, seconded by Ms. Spitzer, that Warrant 10/31/08 and 11/18/08 totaling \$ 541,974.39 is paid. The vote was unanimous.

Mr. Brosnan reiterated that Library funds be distributed between several banks to avoid any possible risk. Stephanie Andris stated the Library is required to have a collateralized agreement at banks in which we do business and stated the various rates that banks were offering. In addition, she felt there was no reason to lock up money in long-term CD's at such low rates. Chase Bank notified Ms. Andris that they would be competitive should we find better rates elsewhere. Our auditor, Robert Johnson, added that according to New York State, all municipalities are required to have a third-party collateralized agreement.

Harriet Spitzer reported she is continuing to work with the Huntington School District with regard to the Library joining with them in the purchasing of maintenance and cleaning supplies in order to get a better price. A list of these items will be obtained from George Dobler. A decision must be made by the end of February if we are to join their consortium. Approval from the School Board will be necessary.

Martha Kahn stated that she is working on combining drafts from Mr. Bogin, as well as herself, for a new Mission Statement for the Library.

Ms. Berger made a motion, seconded by Ms. Gilbert to accept the Personnel Report for October. The vote was unanimous.

Mr. Bogin reported on the restructuring of the Customer Services Department. Two full-time supervisors have been moved into that department replacing the previous Library Assistants. He mentioned the Library is contacting Dennis Connor concerning new regulations to 403b funds. The changeover to L.I. Fiber has begun. We will, however, be keeping the Cablevision connection for wireless service at a cost of \$74/month. Job descriptions of Department Heads will be in the next Board packet and the next scheduled Staff Meeting will be on Wednesday, January 7, 2009. The Library will be open to the public beginning at 11:00 am. The public will be notified well in advance with the posting of flyers and notification in the newsletter.

Mr. Bogin stated we have established an agreement with South Huntington Library with regard to sharing of Blu Ray disks. He will be drafting a letter to PALS, with approval from the Board, expressing our displeasure with the fact that a new materials type code has not been established for Blu Rays since the current DVD code causes some confusion for patrons.

Mr. Bogin reported that Gini Booth attended the October Zone 4 meeting of Directors in order to obtain funding for Literacy Suffolk. She didn't, however, produce any financial statements nor did she specifically state what these funds would be used for. Mr. Bogin will contact her to see if she wishes to continue literacy services at the Station Branch and if this would be possible without the \$40,000 funding she requested.

Other items discussed were as follows: We need to replace the staff server and the business server since they are off warranty. The cost would be \$6,500. We will hold off buying the cooling unit until a later date. We are planning to arrange for a photo opportunity with Senator Marcellino for the grant money allocated to the Library. George Dobler received a quote for the hand dryers. A purchase of thirteen units would cost \$475 each. We will secure two additional quotes. The C.O. for replacement of the fire doors is expected very soon. Fees charged for faxes were discussed. Mr. Bogin suggested reducing the cost charged for sending and receiving faxes. Mr. Brosnan requested to see the revenue these faxes produce before a decision is made.

The director of the Heckscher Museum, Eric Neil, was contacted with regard to the Museum's book collection housed at the Library. He plans to come to the Library to review the materials and will advise us if the Museum will be permanently donating the collection to the Library. Two employees have expressed interest in taking courses for Administrative Certification. It was decided to allow them the hours needed off from their regular work day in order for them to attend these classes.

Robert Johnson reported on the financial statements. Ms. Berger inquired into the proper percentage that the fund balance should be. Mr. Johnson stated it is currently at 5%, however, over the next several years, this balance could be increased to 8-10%. Mr. Brosnan stated that 1% from the bond be allocated to increasing the Fund Balance. Ms. Berger questioned Personnel Services which was over budget. Mr. Johnson stated this was due to a 27<sup>th</sup> payroll which was incurred as a result of the payroll period ending date. In addition, Mr. Johnson stated that Medicare was over budget as a direct function of payroll. Mr. Johnson stated we saved \$22,000 by bringing payroll in-house and that he had no problems with internal controls. He did, however, state that if we were to use a signature stamp for the treasurer, that she must still review all checks. Mr. Brosnan requested that a written procedure be established for instituting the use of such a stamp and be reviewed by Mr. Johnson and/or our attorney. Ms. Spitzer inquired into the ratio between staff cost and material cost and how we compare to other libraries. Mr. Johnson reported the amount did not seem excessive to him.

Mr. Brosnan stated the policy regarding use of Book Revue will remain as previously stated. Standing orders for any books from them have been cancelled. It was decided there will be no change in Board Meeting times. Ms. Berger reported that a new "Friends" group is in the process of being formed and has met with several interested individuals. She is looking into getting a copy of previously established by-laws, as well as getting new people authorized to handle the banking for the group. The Friends are looking into having a Book Sale some time in May. It was decided that proceeds from sale of Library books from the discard cart will not go to the Friends. Mr. Bogin suggested that an Administrator

be on the Board of the Friends. The next meeting for the Friends is scheduled for December 8<sup>th</sup> at 7:30 pm at the Main Library.

The ballot for the 2009 SCLS Budget was reviewed. It was discussed by Board Trustees that SCLS did not show an effort to cut their expenses/insurances to employees and, therefore, they should go back to the drawing board. Ms. Gilbert stated trimming costs and making cuts would have a negative impact on the Library as their cuts would directly affect the libraries it serves.

A motion regarding the approval of the 2009 SCLS Budget was made by Ms. Berger and seconded by Ms. Gilbert. The vote was Nay for Ms. Berger, Ms. Spitzer and Ms. Kahn, and Yea for Ms. Gilbert.

Ms. Spitzer inquired as to the process of collecting fines. Mr. Bogin replied that we now offer e-commerce for patrons to pay their fines on-line and that this service has ultimately increased our revenue. Mr. Bogin stated we have arranged to speak with two cleaning companies. Ms. Spitzer questioned if using a service would reduce the need for custodians. Mr. Bogin noted it would eliminate the need to hire new personnel for that department, as well as save money on overtime for present staff.

Correspondence was received from John McNeil who stated he was not happy with our website. Abby Pariser wrote to say she received the newsletter late and was confused by the signature/title at the bottom of the newsletter. She also inquired into why she observed lights on in the building at 12:30 am.

At 8:33p.m. the meeting convened to Executive Session. At 9:58 p.m., Mr. Brosnan reconvened the meeting.

A motion was made by Ms. Kahn, seconded by Ms. Gilbert, to adjourn the meeting. At 9:59 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