

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, New York 11743

**MINUTES**

Of a Regular Meeting of the Library Board of Trustees  
Held on October 21, 2008, at  
338 Main Street, Huntington, New York

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

EXCUSED: Lauren Gilbert

Mr. Brosnan called the meeting to order at 5:35 p.m.

Ms. Kahn made a motion, seconded by Ms. Spitzer, to approve the Library Board Minutes of September 16, 2008. The vote was unanimous.

There were two visitors this evening. Irene Eckert commented on how wonderful she thought the Huntington Library was and praised the competency of the staff. There was some concern expressed regarding the latest issues of the Newsletter and the Program & Events Brochure. She stated that Friday and Sunday programs were not listed in the Newsletter for October and that it was received late. She did not think the look of the new brochure was very appealing and suggested possibly using a graphic artist. She was also not happy with the fact that it covered three months of programming. Our other visitor, Rose Milillo, commented on how the flyers produced for various Library programs were great advertisement for those programs, but only for those who actually visited the Library. Also she commented on a program, sponsored by the Library, which she recently attended at Town Hall. She found the program, which reviewed historical documents contained in the Town Clerk's archives, to be extremely informative. Mr. Brosnan thanked them both for their comments and suggestions for the Huntington Public Library.

A corrected copy of the warrants was distributed. A motion was made by Ms. Kahn, seconded by Ms. Spitzer, that Warrant 09/30/08, 9/26/08 and 10/15/08 totaling \$515,277.51 is paid. The vote was unanimous.

A review of the cash summary was made. Mr. Brosnan asked that the Library not have more than \$250,000 in any one bank account, even though we may have to accept a lower interest rate or invest for shorter periods of time. Ms. Berger recommended contacting the Bethpage Federal Credit Union to check their rates.

Ms. Spitzer, Ms. Berger and Linda Newel visited with the purchasing agent of the Huntington School District, Ms. Joan Sheedy. It was discovered that we may already be getting the best rate for supplies from our association with Staples (Linda Newell will be doing a comparison of several items); however, the Library will look into the bidding process with the Huntington School District with regard to ordering maintenance supplies and the cost of such a relationship.

Robert Johnson, our accountant, dropped off a copy of the audit for year ending June 30, 2008. He will be presenting a report to the Board at the next scheduled Board of Trustees meeting on November 18<sup>th</sup>.

It was agreed that we should be following the hiring guidelines as presented in Section 200 of the Library's Policy Book. Mr. Bogin will be composing a template for Department Heads to utilize when requesting replacement of or the need for additional personnel.

The newly formed department, Community Services, should be up and running some time in November. Additional staffing will be hired.

The By-Laws Mission Statement is currently being worked on and will be reviewed at a later date.

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

Mr. Bogin presented his Director's Report noting several key items. After meeting with Ms. Spitzer and Ms. Berger, it was decided that a new department would be created focusing on servicing seniors.

The Library has received grant monies from Senator Carl Marcellino in the amount of \$20,000. Appropriate ways to utilize this funding will be discussed further.

The issue of adequate staffing for the Maintenance Department was addressed. An alternate solution to the current shortage of personnel may be to hire a cleaning service. Mr. Bogin has received information from other libraries such as Cold Spring Harbor and Half Hollow Hills, who currently use a company called "Strike Force". He will be getting a quote from them.

Youth & Parent Services recently had some signed artwork framed and will be hanging same within the department. Mr. Bogin suggested that some time in the future we should consider upgrading the security cameras at Main. This may include the possibility of using a different company which may ultimately be less expensive. There is still the need to purchase a cooling unit for the server room. This cost will be approximately \$3,000.

Gini Booth, Executive Director of Literacy Services, will be attending the next Zone 4 Directors' Meeting in an effort to get support for her program. It was previously decided

that Huntington Public Library will no longer provide them with the \$40,000; however, we will still provide them with the space should they request it.

With regard to servicing our community groups even better, Mr. Bogin suggested looking into the cost of permanently mounting a proxima in one of our community rooms.

The “Friends” of the Huntington Public Library will be required to file certain end-of-year reporting forms. Advice from Counsel stated this is not the responsibility of the Library and must be completed by the Friends. We are also looking into having monies raised by the Friends released to the Library. Ms. Berger stated she had names of several individuals interested in resurrecting this group and, along with Mr. Brosnan, plan to set up a meeting of interested individuals.

Ms. Spitzer praised the quality of all the quarterly reports submitted for this period--finding them to be very informative.

Mr. Bogin stated that he received a thank-you note from Andrea Pavlik, Children’s Librarian, thanking the Board of Trustees for allowing her to attend the 2008 ALSC National Institute Conference. Ms. Kahn suggested that she write a report to the Board stating what she learned at the conference.

Other correspondence sent to the Board included a note from Adult Librarian, Therese Nielsen, who commented on the policy regarding use of “Book Revue” when purchasing books. Ms. Nielsen’s opinion was that it should be at the discretion of the librarian and that ordering such books had not been abused in the past. Mr. Brosnan stated the policy should stand as is.

Ms. Berger questioned the status of the Heckscher Museum collection housed at the Library. Mr. Bogin will follow up on this issue.

At 6:53 p.m. the meeting convened to Executive Session. At 8:26 p.m., Mr. Brosnan reconvened the meeting.

A motion was made by Ms. Kahn, seconded by Ms. Berger, to adjourn the meeting. At 8:30 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