

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, New York 11743

MINUTES

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

PRESENT: Trustees: Donald Brosnan, Lauren Gilbert, Martha Kahn
and Harriet Spitzer; Acting Director: Michael Bogin

EXCUSED: Ann M. Berger

Mr. Brosnan called the meeting to order at 5:33 p.m.

Ms. Kahn made a motion, seconded by Ms. Gilbert, to approve the Library Board Minutes of July 15, 2008. The vote was unanimous.

Ms. Gilbert made a motion, seconded by Ms. Kahn, to approve the emergency Library Board Minutes of August 21, 2008. The vote was unanimous.

A motion was made by Ms. Kahn, seconded by Ms. Spitzer, that Warrant 8/31/08 and 9/16/08 totaling \$562,922.33 is paid. The vote was unanimous.

Ms. Spitzer requested to see the reports generated from web sites regarding usage of Overdrive titles, as well as other sources. What titles are utilized most often, as well as which service meets the greatest needs of the patrons will be explored further.

Ms. Spitzer requested that use of Book Revue not be used when purchasing books. Discussion resulted in this practice being strongly discouraged and all librarians being notified that other sources must be researched for the lowest possible cost. Mr. Brosnan stated if this is not possible, all such requests for purchases from Book Revue must first be approved by Mr. Bogin. This was agreed by all.

Ms. Gilbert presented a bill from Howard Gilbert, Attorney to the library, for \$16,250 which was reported as paid. A bill for the Court

Reporter of \$884.50 and the Hearing Officer of \$3,412.50 was also presented.

Ms. Spitzer reported she met with David Grackin, Assistant Superintendent for Finance and Management Services for HUFSD. She is working on establishing a joint effort with HUFSD with regard to purchasing of office supplies, maintenance equipment, etc. We must let them know by March, 2009, if we want to do this. Once this joint purchasing venture is approved by the school Board, materials ordered and purchased would then be delivered directly to the library. Mr. Brosnan stated this collaboration would help build a relationship with the school district. Linda Newel was asked by Ms. Spitzer to join her in a meeting with HUFSD personnel to further discuss details of this venture.

Ms. Gilbert made a motion, seconded by Ms. Spitzer to accept the Personnel Report for July/August. The vote was unanimous.

Ms. Spitzer brought up the subject of revising the Mission Statement. Ms. Kahn, Mr. Brosnan and Mr. Bogin will meet to review this matter.

Ms. Spitzer requested an accounting of hiring practices with relation to hours the library is open vs. personnel required for each department. Personnel for the Customer Services Department was discussed. It was decided that John Deschamps will no longer be working in this area.

Andy Lawrence, Attorney for the Library, was present to discuss an on-going situation at the Station Branch. He recently received information that construction had begun for the 7-11 store located adjacent to the library. He reminded attorneys for both 7-11 and the landlord of the promise of the \$50,000 donation from 7-11 to the library in exchange for not having objection to the easement which would be required, thus eliminating a few parking spaces for library use. After further discussion and correspondence, the landlord agreed to offer the library \$10,000 which would be restricted for use only at the Station Branch. Mr. Lawrence stated the Board must decide how they wish to proceed—whether to accept this offer or pursue a law suit for possible taxpayer fraud. He reminded the Board of the resolution made in May of 2007 indicating no objection to 7-11's application for permits for this project on the promise to donate \$50,000 to the Library. Other possible options discussed included contacting of the Press. Further discussion will continue on this matter.

During the Director's Report, Mr. Brosnan requested assurance that the implementation of the new Community Services Department would provide the library with a new and improved newsletter. He requested a business plan with a job description of each employee in that department.

There were questions with regard to exactly who would be supplying the contents for the newsletter.

Mr. Bogin suggested hiring a part-time web designer to design a new website in-house. He said that librarians would update their own contents for the site and that the designer would be used strictly for his/her creative design ability only. Ms. Kahn questioned the need for this and expressed concern that there would be enough work for a web designer once the site is completed.

Mr. Bogin noted that Ginny Booth, Executive Director of Literacy Suffolk, will be attending the October Director's meeting. She is hoping to persuade other neighboring libraries to join together to keep literacy services alive and provide the \$40,000 funding she requires. Some choices available to us include joining in with other libraries in our zone for literacy services, not having any literacy services at all, or providing our own literacy services limited to our patrons only.

Mr. Bogin relayed that there was a flood at the Station Branch last Saturday and the library had to close for clean up. In addition, an air conditioning unit burned out and needs to be replaced and a new cooling unit for the computer room at Main needs to be installed. Mr. Bogin will provide quotes for both items needing replacement.

Mr. Bogin mentioned that he received requests from employees to have the option to purchase various insurance coverages from AFLAC for disability, accident and cancer insurance.

Ms. Kahn made a motion, seconded by Ms. Spitzer, to accept the institution of AFLAC for the purpose to offer employees the option of obtaining additional insurance coverage. The vote was unanimous.

Mr. Bogin stated he received requests to have a coffee machine installed at the Main library for staff and patron use. Mr. Brosan tabled this issue until the next Board meeting.

Hiring practices was, once again, revisited. Mr. Brosnan stated there was a need for better communication with regard to openings/vacancies and that a need for guidelines and/or a policy may be in order. The floor was open to discussion. Ms. Spitzer stated that the Board has the authority to hire and reserves the opportunity to meet with candidates for key positions, including department heads.

The discussion was interrupted by a visitor, Daniel Karpen, who commented on a problem he was experiencing with regard to obtaining access to monster.com and e-mailing his resume to prospective

employers. Mr. Bogin explained what he could do to resolve this problem. Mr. Karpen then proceeded to comment on the lighting at the library and how it was inferior to what he could offer us and left his business card.

Ms. Spitzer continued and requested that prior approval from the Board be given for all staffing of vacancies – full or part time. Ms. Kahn agreed with Ms. Spitzer. Mr. Brosnan stated that we could start off with just the full timers and see how that goes. Ms. Gilbert stated the Board should require having prior approval on full-time personnel only. The Personnel Committee will meet to work up a policy regarding this issue and perhaps make a resolution to this effect which will be reviewed by the Library’s attorney to insure proper wording and interpretation.

It was decided that Ms. Kahn and Ms. Gilbert will look into the hiring of a new Library Director and requested Mr. Bogin to provide a summary of exactly what procedure should be followed according to Civil Service rules.

Ms. Kahn presented a bill for \$102.09 in payment of flowers for George Dobler’s father.

Ms. Spitzer reminded all of the updated job description of the Library Director which was included in the Board packets.

A motion was made by Ms. Kahn, seconded by Ms. Spitzer, to accept the new job description of the Library Director adopted September 16, 2008. The vote was unanimous.

At 8:30 p.m. the meeting convened to Executive Session. At 9:18 p.m., Mr. Brosnan reconvened the meeting.

A motion was made by Ms. Spitzer, seconded by Ms. Gilbert, to adjourn the meeting. At 9:19 p.m., the meeting was adjourned.

Respectfully Submitted:

Prepared By:

Martha Kahn, Secretary

Claire Tietjen, Recording Secretary