

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, New York 11743

**MINUTES**

Of a Regular Meeting of the Library Board of Trustees  
Held on December 15, 2009  
338 Main Street, Huntington, New York

**PRESENT:** Trustees: Harriet Spitzer, Lauren Gilbert and Ann M. Berger; Director:  
Debra Engelhardt

**EXCUSED:** Assistant Director: Michael Bogin; Trustee: Ann Skolnick

Ms. Spitzer called the meeting to order at 5:38 p.m.

Ms. Berger made a motion, seconded by Ms. Gilbert, to approve the Library Board Minutes of November 17, 2009. The vote was unanimous with Ms. Gilbert abstaining.

Barbara Yanuck and Jan Greenblatt, Co-Presidents of the Friends, were in attendance to present their report. The Friends have scheduled Alan Davis, a self-published author, to speak at a meeting on January 20, 2010. He will speak about the process of writing, self-publishing and Kindle. In addition, the Friends are collaborating with Book Revue to bring in a children's author and is working with Y&PS Department Head, Kristine Casper, to further develop plans for this event. A nutritionist is also scheduled to speak at a future date and the next book sale will be held in September, 2010.

A "wish list" was received by the Friends from the Library Director and the first project is underway. A group of developmentally disabled adults from the IGH Agency will provide plants for the lobby as well as water and maintain them on a weekly basis. The Friends have also agreed to take over the daily activity of selling books in the Library with no change in how money is collected or deposited.

A motion was made by Ms. Gilbert, seconded by Ms. Spitzer, that Warrant #15 in the amount of \$250,741.66 is paid. The vote was unanimous.

A motion was made by Ms. Spitzer, seconded by Ms. Gilbert, that Warrant #16, Medicare Reimbursements, totaling \$7,407.14 is paid. The vote was unanimous.

A motion was made by Ms. Spitzer, seconded by Ms. Gilbert, that Warrant #17 totaling \$291,453.91 is paid. The vote was unanimous.

A motion was made by Ms. Spitzer, seconded by Ms. Gilbert, that Warrant #1 (G Fund) totaling \$591.10 is paid. The vote was unanimous.

Ms. Spitzer stated that staff should make every possible effort to use the Library's tax exempt number when purchasing items and also to purchase items from the Bid agreement.

Ms. Spitzer questioned the Errand Service line item. It was explained that this item had only been encumbered for two of the three maintenance employees.

The rationale to institute fees for certain programs was discussed. The Business Office will calculate the cost to the Library for programs involving multiple classes. The mission statement will also be reviewed.

Ms. Spitzer stated she met with Ms. Scolnick, Ms. Engelhardt and Mr. Bogin to discuss the implementation/paperwork necessary for the Library to have a published Promotion Policy. An evaluation form is also being considered.

A discussion of items the Friends may or may not sell at various Library programs was discussed. A clause stipulating that 10% of the proceeds of the sale of these items will be included in the performer's contract.

Part-time Librarian, Brad Silverman, is resigning the beginning of January and Carol Van Auken will pick up some of his hours. Lori King will be out on a six-month maternity leave.

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

Ms. Engelhardt reported that the SCLS proposed budget has been approved by member libraries. She read a report from the State Librarian lamenting a new cut of nearly five percent in state aid to libraries.

The vote date of the budget was discussed. Ms. Engelhardt noted that most libraries vote on April 13<sup>th</sup> and not on the scheduled date HPL is having it on which is April 20, 2010—the regular Board of Trustees meeting date. It was decided to change this in the future to coincide with the budget vote date of the majority of other libraries.

Ms. Engelhardt read a letter from attorney, Andrew Lawrence, regarding the history of charges for his retainer fee. Ms. Spitzer asked for written documentation explaining

exactly what is included in this retainer and how many hours, if any, are included in this fee.

A motion was made by Ms. Berger, seconded by Ms. Spitzer, allowing the Friends to take care of the non-financial aspects of the daily book sale at HPL. The vote was unanimous.

Ms. Gilbert made a motion, seconded by Ms. Berger, stating the Board is in support of the Friends selling books and performer's merchandise at HPL activities for fund-raising purposes. The vote was unanimous.

A motion was made by Ms. Spitzer, seconded by Ms. Gilbert, stating that the Friends would take responsibility for providing and selling refreshments, as appropriate, at selected HPL events on a trial basis.

The newsletter design was discussed. It was agreed to continue to produce the newsletter in full color on matte paper.

At 7:38 p.m. a motion was made by Ms. Berger, seconded by Ms. Gilbert, to go into Executive Session to discuss legal issues.

At 8:02 p.m., Ms. Spitzer reconvened the meeting.

At 8:03 p.m., Ms. Gilbert made a motion to adjourn the meeting. At 8:03 p.m., the meeting was adjourned.

Respectfully Submitted:

Prepared By:

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Ann Scolnick, Secretary

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Claire Tietjen, Recording Secretary