

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, New York 11743

**MINUTES**

Of a Regular Meeting of the Library Board of Trustees  
Held on February 17, 2009, at  
338 Main Street, Huntington., New York

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

**EXCUSED:** Lauren Gilbert and Martha Kahn

Mr. Brosnan called the meeting to order at 5:38 p.m.

Ms. Berger made a motion, seconded by Ms. Spitzer, to approve the Library Board Minutes of January 20, 2009. The vote was unanimous.

A motion was made by Ms. Berger, seconded by Ms. Spitzer, that Warrant 1/31/09, 2/17/09 and Medicare Reimbursement totaling \$467,307.50 is paid. The vote was unanimous.

Ms. Berger stated that the Library is ready to move on plans to expedite cooperative purchasing of custodial supplies with the Huntington School District. An inter-municipal agreement will be drawn up and approved by the Huntington School Board and the Huntington Public Library Board of Trustees. This will be a one-year agreement to purchase products of our choice directly through the vendor(s) chosen by bid. Ms. Berger will obtain a copy of the products available for purchase and will review same with George Dobler and Linda Newell. The review should be done by April 1<sup>st</sup>.

With regard to this year's budget preparation, Mr. Brosnan stated that the Library is mindful of the financial hardship of the community and will keep the percentage of increase as low as possible while continuing to increase the reserve balance over the next several years.

A motion was made by Ms. Spitzer, seconded by Ms. Berger, to accept the proposed budget as presented for the 2009-2010 fiscal year. The vote was unanimous.

Ms. Spitzer inquired into the two new part-time custodians who were recently hired. Mr. Bogin stated that these two new hires will reduce the need to pay overtime for present full-time staff at a higher rate of pay. We will start the process of canvassing and interviewing next week for the one full-time vacancy in this department which still exists. Mr. Bogin also noted that we are still waiting for the listing of candidates from Civil Service for the Business Manager I position. As soon as we receive this list, we will begin the hiring process. Ms. Spitzer inquired into the status of Ms. Richardson working part-time in Technical Services as well as part-time in Customer Services. Mr. Bogin stated she will be full-time in Customer Services this week. Ms. Spitzer stated the Board is waiting for a new form which will serve to formally request replacement of the vacated positions.

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

Mr. Bogin stated that Community Services is now fully staffed with the addition of Ewa Alvarez, part-time clerk, and Patrick Aievoli, part-time, web-site designer, who will start on February 27<sup>th</sup>. Once the website is created by Mr. Aievoli, content can easily be added to and/or changed by individual departments. Mr. Brosnan inquired into how the Board may keep abreast of new developments to the website/newsletter; it was suggested that a monthly report from the Department Head, Ms. Gulino, be submitted to the Services & Programs Committee, Ms. Gilbert and Ms. Kahn. Mr. Brosnan stated he would like the committee to see and review this information before anything is finalized.

The next Department Head to present his report to the Board will be John Mulhern.

Mr. Bogin reported that there were two water related incidents: one at the Main and one at the Station Branch. The causes of these problems have been addressed and both areas have been cleaned and are back to normal.

The next staff meeting is scheduled for May 6<sup>th</sup>. The Library will have a delayed opening and will be open to the public at 11:00 a.m. It was suggested to possibly do some type of photo opt before that with the new Library Director, Debra Engelhardt, who is scheduled to start mid April. This will be further discussed.

It was noted that the new Literacy Services coordinator has quit and Ms. Booth is currently looking for a replacement; however, services are still on-going.

Mr. Bogin stated that a representative from Heckscher Museum will be here this week so we should have an answer with regard to the disposition of their collection.

Ms. Berger reported that the "Friends" group has been meeting and has appointed all officers. They are busy gathering information and planning for a book sale.

The Board received correspondence from Lorraine Shallow expressing disappointment with the Library not having electronic books for I-Pods. Mr. Bogin responded that we now have two sites in which various titles may be downloaded to I-Pods. Information regarding these new services will be included in the next newsletter.

At 6:45 p.m. the meeting convened to Executive Session. At 7:35 p.m., Mr. Brosnan reconvened the meeting.

A motion was made by Ms. Berger, seconded by Ms. Spitzer, to adjourn the meeting. At 7:46 p.m., the meeting was adjourned.

Respectfully Submitted:

Prepared By:

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Harriet Spitzer, Vice President

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Claire Tietjen, Recording Secretary