

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, New York 11743

MINUTES

Of a Regular Meeting of the Library Board of Trustees
Held on July 21, 2009, at the
Huntington Public Library Meeting Room

PRESENT: Director: Debra Engelhardt, Assistant Director: Michael Bogin, Trustees:
Ann M. Berger, Donald Brosnan, Lauren Gilbert, Harriet Spitzer and Ann Scolnick

EXCUSED:

Mr. Brosnan called the meeting to order at 5:37 p.m.

Ann Scolnick was sworn in as the new trustee of the Huntington Public Library.

Appointment of Chairperson: Ms. Engelhardt was nominated to act as Chairperson for the meeting by Ms. Berger seconded by Ms. Spitzer. The nomination was unanimously approved and Ms. Engelhardt proceeded with the order of business.

Election of Officers for 2009/10

- A. Election of President for 2009/10: Mr. Brosnan nominated Harriet Spitzer for President. The nomination was seconded by Ms. Gilbert and unanimously approved.
- B. Election of Vice President for 2009/10: Ms. Berger nominated Lauren Gilbert for Vice President. The nomination was seconded by Mr. Brosnan and unanimously approved.
- C. Election of Secretary for 2009/10: Ms. Berger nominated Ann Scolnick for Secretary. The nomination was seconded by Ms. Gilbert and unanimously approved.
- D. Election of Treasurer for 2009/10: Ms. Scolnick nominated Ann Berger for Treasurer. The nomination was seconded by Ms. Gilbert and unanimously approved.

Appointments for 2009/10

- A. Appointment of Legal Counsel: It was moved by Mr. Brosnan and seconded by Ms. Berger, to re-appoint Lawrence & Lawrence, Attorneys at Law, from July 1, 2009, to June 30, 2010. The motion carried unanimously.

- B. Newspaper of Record: It was moved by Mr. Brosnan and seconded by Ms. Berger, to re-appoint the *Long Islander* as the newspaper of record, with *Newsday* as a second paper if required by law. The motion carried unanimously.
- C. Appointment of Library Auditor: It was moved by Mr. Brosnan and seconded by Ms. Berger, to re-appoint Johnson & Meyer, CPA's as Library Auditor. The motion carried unanimously.
- D. Appointment of Library Treasurer: It was moved by Mr. Brosnan and seconded by Ms. Berger, to re-appoint Lori Brett as Library Treasurer. The motion carried unanimously.
- E. Designation of Standing Committees: The following standing committee members were appointed:
- Planning & Building –Ann Berger and Ann Scolnick
 - Budget & Finance - Don Brosnan and Ann Berger
 - Services & Programs, Long-Range Planning & Development - Lauren Gilbert and Harriet Spitzer
 - Personnel – Harriet Spitzer and Ann Scolnick
 - By-laws & Policies – Lauren Gilbert and Don Brosnan

Affirmation of Compliance – Conflict of Interest Policy: It was moved by Mr. Brosnan, seconded by Ms. Scolnick, for Board members to reaffirm compliance with the Conflict of Interest Policy. The motion carried unanimously.

Establishment of the Time and Place of Regular Meetings: Mr. Brosnan moved, seconded by Ms. Gilbert, that the regular meetings be held on the third Tuesday of each month at 5:30 p.m. The motion carried unanimously.

Approval of Holiday & Sunday Schedule for 2009/10: Mr. Brosnan moved, seconded by Ms. Gilbert, to approve the proposed Library Holiday & Sunday Schedule for 2009/10. The motion carried unanimously.

Approval of Fines and Fees Schedule: Mr. Brosnan moved, seconded by Ms. Gilbert, to adopt the presented 2009/2010 Fines and Fees Schedule. The motion carried unanimously.

Affirmation of Library Purchasing Policy: Ms. Gilbert moved, seconded by Mr. Brosnan, to reaffirm the Library's Purchasing Policy. The motion carried unanimously.

Affirmation of By-Laws: Ms. Gilbert moved, seconded by Ms. Berger, to reaffirm the Library's By-Laws. The motion carried unanimously.

A motion was made by Mr. Brosnan, seconded by Ms. Scolnick, to approve establishment of the Reserve Fund as of July 1, 2009, as presented. The motion carried unanimously.

Mr. Brosnan made a motion, seconded by Ms. Berger, to approve the Library's Board of Trustees Minutes of June 16, 2009. The motion carried unanimously.

It was decided that Ms. Scolnick would review unapproved Board minutes prior to posting.

A motion was made by Ms. Berger, seconded by Mr. Brosnan, that Warrant #35 and #1, Accounts Payable and Prior Year Disbursements totaling \$787,147.64 be paid. The motion carried unanimously.

Ms. Berger stated that as of July 8th the Cooperative Buying Agreement with the Huntington School District began. Ms. Engelhardt has the list of vendors and has shared this information with Mr. Dobler.

Ms. Berger added that she attended a Huntington Station revitalization meeting in June as a resident and an interested HPL Trustee to learn how the revitalization of available sites might impact the Library. Ms. Spitzer met with Ms. Engelhardt, Ms. Kelly and Mr. Wendell, architect, to discuss space utilization at the Station Branch. Mr. Wendell offered his services pro bono and asked for a floor plan of the building. Input has been sought from Station staff as well.

Ms. Spitzer would like to see the Library be more strategic in how our programs are presented as well as how the Library presents itself. Reaching out to the community, as well as updating and improving our patron data base to reflect patron interests in various types of programs, will continue to be worked on. Ms. Engelhardt plans on a meeting with Department Heads regarding opening up lines of communication and the possibility of joint advertising of programs with community members.

Mr. Brosnan would like to look at revising/updating the Library's Mission Statement. Ms. Engelhardt stated it should be easy to remember. Mr. Brosnan suggested staff members should be involved in this process. This will be further discussed.

Mr. Brosnan made a motion, seconded by Ms. Berger, to accept the Personnel Report for June. The motion carried unanimously.

Ms. Engelhardt stated she had a meeting with Ms. Spitzer with regard to her new presidency. Topics discussed included: doing more of a presentation in terms of a Treasurer's Report, Ms. Engelhardt and Mr. Bogin will alternate months in reviewing invoices, trustees could rotate reviewing and initialing invoices and payroll warrants should list name and number. Mr. Brosnan added that he would like one trustee to always review invoices as well as another trustee rotating in each month. The Library's accountant will be asked to recommend best practices in these areas.

Ms. Engelhardt noted that she will be authorizing payment for a boiler repair for \$2,300. Department Heads will be meeting on August 5th for a Supervisors' Intervention Training Session given by EAP. This training will teach those attending how to best support staff members when they need assistance. There will be a speaker present for the August 28th staff

conference to give a talk on tolerance. There will also be a presentation from reference staff on new technologies. Departmental meetings will be held in the afternoon. Ms. Engelhardt stated she received a letter from Senator Marcellino welcoming her.

Lisa Gulino was present to give a report on the tagline selection for the Library. After meeting with Department Heads and giving out questionnaires to Board members, it was agreed upon that the Library's new slogan would be "Dream, Learn, Connect".

Teresa Schwind was present to talk about the Adult Reference Department and the Baker/Pisano collection. She stated that she will be speaking at the staff conference in August and relayed how the job duties/experience of today's librarian differ greatly than that of the past 10 years. With all the new technology available today, librarians must constantly be learning and revising how they handle patron requests. Teresa is noticing a need for the constant updating of skills for librarians and is trying to match the strengths of individuals with the various specialties. Education of patrons of new technologies remains an important function of the librarian as there is a huge degree of skill levels between computer users. A Career Center has been created and a career counselor has been hired. Teresa is interested in partnering with other organizations, such as the Heckscher Museum, and in sending staff out to the community (possibly lending out exhibits). Teresa noted there is a huge demand for quiet study space. This is to be further looked into.

With regard to the Baker/Pisano collection, Teresa recommended that the Library accept this collection due to its subject matter which includes some very rare books of 19th Century American Art. Items to consider include the possible partnering-up with someone else, space to store the entire collection, appraisal, insurance and moving costs associated with obtaining this collection, as well as additional staff expense to catalog and maintain. Other questions posed consisted of: when/if we can expect to receive some money to cover up-front expenses including additional shelving, security devices, etc., and who is owner of the collection/insurance policy? What assurance do we have for the distribution of the \$250,000 and why must it be after his death? How would this collection be donated to us/over what period of time? In an effort to be good custodians of this collection, Ms. Engelhardt stated that the Library would like to do a great job of marketing this -- possibly in conjunction with the Heckscher Museum. Teresa stated there is presently no Deed of Gift policy and has proposed one to the Director for review.

Ms. Engelhardt stated she has looked into having a coffee service instituted in the Library. The company is called "Filter Fresh" and has many local businesses using its service. This would not be in lieu of the coffee we currently serve at various programs but would be a convenience for staff and patrons alike. It would also keep patrons in the Library longer. The self-serve coffee machine would cost the Library \$289/month and the Library could charge varying amounts for coffee, cappuccino and hot chocolate. Ms. Engelhardt will e-mail Board members as to where they can go locally to try this coffee and will table this issue until the September Board meeting. Mr. Bogin is looking into obtaining new vending machines for the staff lounge and teen room and will be considering different/healthier, snacks and drinks.

John Deschamps has been reviewing computer replacement needs. There are 28 computers coming off warranty. It is recommended to go with a state contract which gives a four year warranty. The cost will be \$1,100 per machine. Board approval was given.

Ms. Engelhardt stated that at each Board meeting, one of the Library's current policies will be up for review and affirmation. This month the Code of Ethics was presented and approved by Board members. Ms. Spitzer recommended that these policies be reviewed first by the By-Laws and Policies Committee. In addition, Ms. Spitzer stated a member of the "Friends" of the Library will be invited to attend the Board meetings each month and report on their progress.

Ms. Berger stated the "Friends" tea went very well and that they are working on getting a 501-C3 tax-exempt status. She has been in touch with our attorney as well as Robert Johnson who will look further into helping the Friends attain this status.

Ms. Spitzer suggested not serving soda at next year's carnival and serving fruit juice instead. Mr. Bogin suggested substituting one type of soda with a fruit drink. The Board accepted this compromise.

Ms. Spitzer suggested that each Board member take turns checking the Board mail box and e-mail account. Mr. Brosnan suggested that the Secretary of the Board do this job. The Board accepted Mr. Brosnan's suggestion.

At 7:57 p.m. Mr. Brosnan made a motion, seconded by Ms. Berger, to go to Executive Session to discuss a matter which may imperil public safety if disclosed, a complaint involving a particular employee and a real estate matter.

At 8:54 pm., Ms. Spitzer reconvened the meeting. A motion was made by Mr. Brosnan to adjourn the meeting. At 8:55 p.m. the meeting was adjourned.

Respectfully Submitted:

Prepared By:

Ann Scolnick, Secretary

Claire Tietjen, Recording Secretary