

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, New York 11743

MINUTES

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

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

EXCUSED:

Mr. Brosnan called the meeting to order at 5:40 p.m.

Ms. Spitzer made a motion, seconded by Ms. Berger, to approve the Library Board Minutes of February 17, 2009, with noted changes. The vote was unanimous.

Ms. Pariser, was present to address the Board with regard to the Bond which is now paid and the anticipated percentage of increase in spending for next year. Mr. Brosnan responded that per our accountant's suggestion, we will be increasing the reserve fund balance from 4% to 10% over the next several years and that other monies will be set aside for anticipated contractual increases, health insurance and capital improvements to the building which is now 10 years old.

Another visitor to the meeting, Mr. Block, questioned how much the reserve fund will be increased this year. Mr. Brosnan stated we have increased our budget by \$4,000 this year and that amount will be applied towards this year's fund balance.

A motion was made by Ms. Kahn, seconded by Ms. Gilbert, that Warrant 2/28/09, and 3/17/09 totaling \$507,832.46 is paid. The vote was unanimous.

Ms. Berger stated that the contract for the Inter-municipal Agreement with the Huntington School District has been duly executed by the Huntington School District and is now ready to be signed by the Huntington Public Library. The Huntington Public Library has received attorney approval and will proceed with execution of this Agreement. Ms. Spitzer added that this cooperative agreement will also provide for a stronger relationship with the Huntington School District.

Ms. Spitzer questioned when the water fountain on the lower level will be operational. Mr. Bogin will look into that. She also stated that she has observed cigarette butts littered around in the gardens and wondered if placement of receptacles would be in order. Mr. Bogin responded that we don't want to encourage people to congregate around the main entrance and smoke. We will look into other alternatives, as well as cleaning up the area on a more regular basis.

Ms. Spitzer followed up on Ms. Richardson's transfer to the Customer Services Department. Mr. Bogin stated the transfer is now complete.

Ms. Gilbert made a motion, seconded by Ms. Kahn, to accept the Personnel Report for February. The vote was unanimous.

Mr. Bogin stated that we anticipate that the integration of the hand punch with Finance Manager should be complete by August. The Business Manager position is still vacant but we are hopeful to receive approval from Civil Service some time this week to proceed with canvassing for this position.

Community Services Department is fully staffed and Lisa Gulino is currently meeting with Department Heads to figure out exactly what duties/services that department will be responsible for, as well as what each employee's job description will be. She has been informed that the Board's Services & Program Committee wishes to have prior knowledge of decisions with regard to the new website and newsletter. The July newsletter will be done entirely in-house and Lisa will notify us of any software needs that will be required.

Mr. Bogin stated he met with Mr. Ken Wayne from the Heckscher Museum who informed us he would like us to retain a minimum of 80-90% of the collection. Mr. Bogin responded to him that we could not guarantee that. Mr. Wayne will advise us of their decision after meeting with his board.

Literacy Suffolk finally has a new coordinator in place. It is anticipated that she will be working on Wednesdays and Fridays.

With regard to the expiration date of Library cards, Mr. Bogin suggested reducing the current ten-year period down to a more reasonable three-year period. This will allow us to keep a more accurate account of patrons in the Huntington Public Library district.

Ms. Kahn made a motion, seconded by Ms. Spitzer, that effective July 1, 2009, the issuance of Library cards will be for a period of three (3) years instead of ten (10). The vote was unanimous.

Mr. Bogin stated we are participating with the Huntington High School in celebrating a "One Book – One Community" event scheduled for April 3, 2009, at 7:00 pm. This will be a live performance by the American Place Theatre held in the

morning at the High School and in the evening at the Library. This event will be publicized throughout the schools, as well as in the Library including an e-mail blast.

There has been an increase of gang-related incidents in and around the Huntington Station area. Mr. Bogin stated the Library has taken a pro-active stance against allowing young people to loiter around the Library and has met with Mr. Cornetta, head of Library security, regarding this. While not wanting to take any extreme measures at this time, future use of a metal detector is being discussed, as well as the possibility of instituting a check station where identities must be verified and documented. Any possible legal issues will be further explored. After parents expressed concern at the school board meeting, action has been taken and, it is reported, that there are two teams of undercover police officers patrolling in and around the area on a regular basis.

Ms. Spitzer requested to have an inventory of computers at the Library along with the location of each computer and who it is assigned to. Mr. Bogin will provide this list to the Board.

Ms. Berger stated the "Friends" group has had some reorganization with the past president resigning and two new co-presidents being elected. They are still working on hosting a book sale, as well as getting sponsors for this event. They are having a brochure printed and have a bank account set up.

With regard to the statistical report, Ms. Spitzer commented on the huge increase in program attendance compared to the same time last year, especially with children. Ms. Gilbert requested to have a percentage column added for easier viewing and comparing. Mr. Bogin will look into this. Mr. Bogin will also be looking into scheduling CPR/AED training.

Visitor, Mr. Block, commented on the bulletin listing activities at the Library; however he would like to see all activities, including community groups, be advertised as well. In addition, he would like to see this bulletin issued for a shorter time period than three months. Mr. Bogin responded that our new newsletter will be issued bi-monthly and that due to space limitations, all community groups with their agendas cannot be listed; however, the listing of community groups has appeared in past issues and will continue to be advertised sporadically in future newsletters.

Other comments from visitors included librarian, Ms. Tesoriero, stating that some individuals have expressed concern for additional quiet meeting space in the Library and that information regarding community groups could possibly be added to our website.

Ms. Pariser commented on the cooperative buying agreement with the Huntington School District and suggested that we expand this effort to include other items such as stationery, ink, computers, etc. In addition, she commented that the water fountain does not need to be refrigerated and that being sensitive to current economic

conditions, we should continue to try to save wherever possible and not to necessarily use all the money we have budgeted.

At 7:03 p.m. the meeting convened to Executive Session. At 7:30 p.m., Mr. Brosnan reconvened the meeting.

A motion was made by Ms. Berger, seconded by Ms. Kahn, to adjourn the meeting. At 7:32 p.m., the meeting was adjourned.

Respectfully Submitted:

Prepared By:

Martha Kahn, Secretary

Claire Tietjen, Recording Secretary