

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, New York 11743

**MINUTES**

Of a Regular Meeting of the Library Board of Trustees  
Held on November 17, 2009  
1335 New York Avenue, Huntington Sta., New York

PRESENT: Trustees: Harriet Spitzer, Ann M. Berger and Ann Skolnick; Director:  
Debra Engelhardt; Assistant Director: Michael Bogin

EXCUSED: Lauren Gilbert

Ms. Spitzer called the meeting to order at 5:40 p.m.

Ms. Scolnick made a motion, seconded by Ms. Berger, to approve the Library Board Minutes of October 20, 2009, with noted change. The vote was unanimous.

Ms. Zirpolo and Ms. Morgan from the Friends were present to request the Board's permission to take over the daily task of selling books from the book cart which is presently done by one of the reference librarians. The Friends stated that this would not only free up the time needed for organizing and performing the required duties for this job, but also that they had volunteers in place who were willing to take on this responsibility. The Friends also requested some space to work out of for this purpose. They stated that while the Circulation Desk would still collect all money from the sale of these books, proceeds would go directly to the Friends for the benefit of the Library. This will be further discussed by the Board.

Visitor, Molly Schoen, was present to ask the Board's approval for the Library to include in their adult programming advanced classes for Bridge players. She added that the group she was representing was willing to pay the fee for such a program to be scheduled. This will be further discussed at the end of the meeting.

A motion was made by Ms. Scolnick, seconded by Ms. Berger, that Warrant #13 in the amount of \$268,206.49 is paid. The vote was unanimous.

A motion was made by Ms. Scolnick, seconded by Ms. Berger, that Warrant #14 totaling \$321,411.60 is paid. The vote was unanimous.

Ms. Berger made a motion, seconded by Ms. Scolnick, to accept the Personnel Report for October. It was decided to table this vote until Executive Session reconvenes.

Ms. Berger reported that she and Ms. Scolnick met with Ms. Engelhardt, touring the building and looking at possible new areas for quiet study. In addition, creating office space for the Customer Services Supervisor as well as a new location for teens to meet at the Station Branch was reviewed. Ms. Engelhardt presented estimates for creating these changes.

A motion was made by Ms. Spitzer, seconded by Ms. Berger to approve a purchase in the amount of \$8,600 for additional shelving and custom counters needed for the creation of new quiet study areas. The vote was unanimous.

Library invoices were reviewed by Ms. Berger and Ms. Scolnick. Ms. Berger questioned the cost effectiveness of various program costs vs. the attendance at these programs. A discussion regarding charging fees for materials, possible scholarships, as well as program evaluations and consequences for non-attendance for registered programs followed. This will be further discussed.

Ms. Spitzer relayed the following recommendations from the Personnel Committee for promotion: Tom Cohn to Librarian II and Laura Giuliani to Librarian III.

Ms. Scolnick made a motion, seconded by Ms. Spitzer, for the Board to approve the recommendation for advancement for Mr. Cohn and Ms. Giuliani. The vote was unanimous.

Addendum to the Director's Report included clarification of the rule on whether or not a Board President may cast a vote. According to Robert's Rules of Order, as well as the Bylaws of the Huntington Public Library, the answer is Yes. The Bylaws state: "each Trustee shall have one vote, but must be present at a meeting of the Board to have his/her vote counted."

There was a discussion regarding implementation of a system of identification for teens using the Library. Ms. Engelhardt added that the presence of a librarian in the teen room has improved conditions at the Station Branch.

Ms. Spitzer stated she would like to see the cover and back of the newsletter be printed on glossy paper. Cost analysis will be made to determine the difference in the price of producing the newsletter in this fashion.

A motion was made by Ms. Scolnick, seconded by Ms. Berger to rescind the motion made by Mr. Brosnan at the last Board of Trustees meeting with regard to reclassifying the area next to the Literacy Office to be recognized as “Not a Meeting Room”. The vote carried.

Ms. Berger made a motion, seconded by Ms. Scolnick, to accept the resignation of Donald Brosnan as Trustee of the Huntington Public Library as requested in his letter to be effective immediately. The vote was unanimous. It was decided to wait until the April election to fill this position, although interviews/invitations to sit in at Board Meetings may be extended to prospective candidates. Ms. Spitzer has agreed to fill the vacancy resulting from Mr. Brosnan’s resignation on the committees he served on.

A motion was made by Ms. Scolnick, seconded by Ms. Berger, to appoint Ms. Spitzer to sit on the committee for Budget & Finance, as well as By-laws & Policies. The vote was unanimous.

A motion was made by Ms. Scolnick, seconded by Ms. Berger, to accept the 2010 proposed budget for SCLS as presented. The vote was unanimous.

Ms. Berger made a motion, seconded by Ms. Scolnick, to approve the adjustment to the reserve fund balance previously established as of July 1, 2009. The vote was unanimous.

A motion was made by Ms. Scolnick, seconded by Ms. Berger, to approve the purchase of 17 new computers for the Huntington Public Library. The vote was unanimous. Old computers will be repurposed or donated as appropriate.

Ms. Scolnick made a motion, seconded by Ms. Berger, to reaffirm the Code of Ethics Policy as presented. The vote was unanimous.

A motion was made by Ms. Scolnick, seconded by Ms. Berger, to reaffirm the Records Retention Policy as presented. The vote was unanimous.

It was decided that the previous request for advanced bridge classes to be held at the Library will be honored. The cost of such programming will be discussed further and the program details will be announced in the next newsletter.

At 8:10 p.m. a motion was made by Ms. Berger, seconded by Ms. Scolnick, to go into Executive Session to discuss the Custodial Worker II concern and the termination of a particular employee.

At 9:15 p.m., a motion was made by Ms. Berger, seconded by Ms. Scolnick to reconvene the meeting.

A motion was reintroduced by Ms. Berger, seconded by Ms. Scolnick, to accept the personnel report for October. The vote was unanimous.

At 9:16 p.m., Ms. Berger made a motion, seconded by Ms. Scolnick, to adjourn the meeting. At 9:16 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