

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, New York 11743

MINUTES

Of a Regular Meeting of the Library Board of Trustees
Held on October 20, 2009, at
338 Main Street, Huntington., New York

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

EXCUSED:

Ms. Spitzer called the meeting to order at 5: 33 p.m.

Ms. Scolnick made a motion, seconded by Ms. Berger, to approve the Library Board Minutes of September 15, 2009. The vote was unanimous.

Ms. Jan Greenblatt, Co-President of the Friends, was present and reported that the Friends earned \$2,117 from the book sale which was recently held. While the sale was very labor intensive, the Friends were quite happy with the results. Leftover books were donated to various groups including the V.A. Hospital, nursing homes and the Elwood Library. Ms. Greenblatt thanked everyone involved for all the help received.

A motion was made by Mr. Brosnan, seconded by Ms. Gilbert, that Warrant #10 Medicare Reimbursement, totaling \$7,407.14 is paid. The vote was unanimous.

A motion was made by Ms. Gilbert, seconded by Mr. Brosnan, that Warrant #11 totaling \$267,232.27 is paid. The vote was unanimous.

A motion was made by Mr. Brosnan, seconded by Ms. Scolnick, that Warrant #12 totaling \$355,098.71 is paid. The vote was unanimous.

Robert Johnson, accountant for the Library, was present to report on the audit of financial statements for the year ended June 30, 2009. He was pleased with the new procedure of administration/board members reviewing invoices as well as the increase in Fund Balance. Suggestions as to what to do with these funds included establishing a “building/development fund”. In addition, Mr. Johnson was happy to report that expenditures were under budget.

Nancy Freeman, Department Head for Senior Services, was in attendance to give her quarterly report. She stated that she currently has 22 homebound patrons and makes visits three times per week to various homes as well as visits to nursing homes and the Senior Center. Nancy compiled a listing of local assisted living locations for those interested and is involved with various senior organizations such as the Town Hall Senior Advisory Committee for persons with Disabilities and S.U.N.S. who meet monthly to discuss senior issues. Future Senior programming includes collaborating with Youth & Parent Services’ teens for Wii bowling as well as continuing a book discussion group with women from St. Patrick’s.

Mr. Brosnan made a motion, seconded by Ms. Berger, to accept the Personnel Report for September. The vote was unanimous.

A motion was made by Mr. Brosnan, seconded by Ms. Scolnick, to approve the new page salary schedule as presented. The vote was unanimous.

Ms. Berger stated that \$1.17 million was received in state grants by the Town for the revitalization of the Huntington Station area. In addition, Ms. Berger stated that the building next to the Station Branch has been rented and a new fruit and vegetable market is scheduled to open some time in November.

Ms. Spitzer stated she met with Ms. Verdolino from Literacy Suffolk regarding recruitment for new tutors and that a table could be set up during the Friends book sale.

The Personnel Committee met twice to discuss issues which included the following: instituting a performance review/peer recognition program, page salary capping, Technical Services restructuring, Custodial Worker II concern and six-month evaluation/review of the new director.

Don Brosnan stated while working on the policy book, he noted an error in Section 410, Application for Use of the Library Meeting Room.

Mr. Brosnan made a motion, seconded by Ms. Gilbert, to reclassify the area next to the Literacy Office to be recognized as “Not a Meeting Room”. The vote carried.

Ms. Spitzer suggested updating the room booking form to accurately reflect rooms and their corresponding capacity.

Mr. Brosnan made a motion, seconded by Ms. Berger, to approve affirmation of Section 000, II, of the Policy Manual "Freedom of Information Policy". The vote was unanimous.

Ms. Engelhardt added the following to her Director's Report: Storage space has been created due to Mr. Deschamps' arranging to have several of the Library's old, outdated computers to be donated to "Computers for Kids". She will report on the NYLA Conference, which she recently attended, at the next Board meeting.

The issue of VIBS and their use of space at the Library was discussed. Mr. Brosnan stated that the area they use is not in violation of the Library's Meeting Room Policy since they meet in the alcove next to the Literacy Office. The issues of transparency as well as this community group conforming to the Library's "open to all" policy and its compliance to the Library's Mission Statement were also debated. Attorney for the Library, Andy Lawrence, made his recommendation with regard to space usage in the Library in an e-mail, a copy of which was distributed to all Board members. Mr. Brosnan challenged part of that e-mail and requested to get Mr. Lawrence's legal opinion in writing since the status of the Application for Use of a Library Meeting Room has changed.

A motion was made by Ms. Scolnick, seconded by Ms. Berger, to table the issue of VIBS' use of a Library meeting space until the end of the year. The vote carried with Mr. Brosnan opposing.

A proposed donation of a Terra Cotta Bust of Walt Whitman was discussed. It was decided to accept this donation from sculptor, Dominic Palma.

The staff longevity recognition/year-end event was discussed. A motion was made by Ms. Berger, seconded by Ms. Scolnick, to recognize staff longevity at a year-end event to be held on Friday, December 11, 2009, and that the Library will be closed at 5:00 pm. for this purpose. The vote was unanimous.

Ms. Scolnick stated an e-mail was received from a patron from another library complaining about that library's service and complimenting the Huntington Public Library for the services she receives here.

At 8:20 p.m. a motion was made by Ms. Berger, seconded by Ms. Gilbert, to go into Executive Session to discuss personnel matters involving a particular employee.

At 8:45 p.m., Ms. Spitzer reconvened the meeting on a motion made by Ms. Gilbert, seconded by Ms. Scolnick.

A motion was made by Ms. Scolnick, seconded by Ms. Gilbert, to adjourn the meeting. At 8:47 p.m., the meeting was adjourned.

Respectfully Submitted:

Prepared By:

Ann Scolnick, Secretary

Claire Tietjen, Recording Secretary