

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, New York 11743

**MINUTES**

Of a Regular Meeting of the Library Board of Trustees  
Held on September 15, 2009, at  
338 Main Street, Huntington., New York

PRESENT: Trustees: Harriet Spitzer, Ann M. Berger, Lauren Gilbert and Ann Scolnick; Director: Debra Engelhardt;

EXCUSED: Assistant Director: Michael Bogin, Trustee: Donald Brosnan

Ms. Spitzer called the meeting to order at 5:36 p.m.

Ms. Scolnick made a motion, seconded by Ms. Berger, to approve the Library Board Minutes of July 21, 2009. The vote was unanimous.

Ms. Berger reported that the Friends of the Library are working hard to prepare for the book sale and had a great response from the e-mail blast. They have a corporate sponsor, HSBC, who will be paying for flyers and banners. In addition, HSBC will have a table set up during the sale. The Friends are still looking into and checking with their accountant regarding obtaining 501-C3 status. There are approximately 40 members.

Ms. Berger stated in her Treasurer's Report that a new procedure is now in place whereby the Board Treasurer will review Library invoices on a monthly basis. Other Board members may rotate in each month to review them as well. Ms. Spitzer will be reviewing invoices for October. The new format of the financials was well received by all.

A motion was made by Ms. Berger, seconded by Ms. Gilbert, that Warrant 4 through 7 in the amount of \$598,709.93 is paid. The vote was unanimous.

A motion was made by Ms. Berger, seconded by Ms. Spitzer, that Warrant 8 through 9 in the amount of \$525,089.29 is paid. The vote was unanimous.

Ms. Berger stated there has been no new activity with regard to the revitalization of the Huntington Station area but plans on attending future committee meetings.

Ms. Spitzer was given a report on the attendance of various programs within the Library. Best practices will be further discussed in order to address the issue of individuals signing up for programs without actually attending. It was suggested that a nominal fee may be imposed to discourage this from happening.

Ms. Spitzer addressed the issues of promotions/evaluation procedures within the Library. Written recommendations from Department Head were suggested, as well as supporting documentation. This will be discussed further.

Ms. Gilbert made a motion, seconded by Ms. Scolnick, to accept the Personnel Report for July/August, 2009. The vote was unanimous.

Ms. Spitzer inquired into the rules of promotion of Librarian Trainees to Librarian I. Civil Service rules will apply and be made available to the Board for review.

Ms. Engelhardt added the following to her Director's Report: Library accountant, Robert Johnson, is reviewing the Library's purchasing policy; Mary Kelly received a letter from Western Suffolk BOCES advising us that they will no longer be offering the homework HELP program and requested continuing support of their GRASP program; correspondence from Ms. Rubin was received thanking Librarian, Laura McKinley, for her assistance in solving a computer problem; Lisa Gulino will have an article in the next newsletter announcing the Library's new Logo/Slogan; the Library was mentioned in Newsday with regard to the Grandparent's Day Program.

Ms. Spitzer asked about plans for the Staff Recognition event. After circulation stats are reviewed, an appropriate day will be selected for a possible early close.

The coffee service plan was discussed. Coffee was tested out at a local grocery store and thought to be good. Ms. Engelhardt received approval to go ahead with plans to get a free trial of this product/service.

The Baker/Pisano collection was discussed. Due to the terms presented to us regarding acceptance of this collection, it was decided not to go forward with this venture.

A motion was made by Ms. Berger, seconded by Ms. Scolnick, to adopt the Family Medical Leave Act policy with noted changes. The vote was unanimous.

A motion was made by Ms. Gilbert, seconded by Ms. Scolnick, to accept the revised Fines and Fees Schedule which accurately reflects the late charges assessed for Play-aways to be ten cents per day.

Replacement of the current phone system was discussed. The Library presently has eight quotes ranging from \$29,000 to \$65,000.

Ms. Scolnick made a motion, seconded by Ms. Gilbert, that a new telephone system be purchased and installed at the Library at a cost not to exceed \$40,000. The vote was unanimous.

A motion was made by Ms. Berger, seconded by Ms. Scolnick, that beginning, September 16, 2009, the Library will offer employees the ability to contribute to two specific tax-sheltered annuity plans. Employees will be offered the option to contribute to either/or both a TIAA/Cref 403(b) plan and/or the New York State 457 Deferred Compensation plan. The vote was unanimous.

All Library correspondence sent to the Board will be routinely checked and responded to by the Board Secretary.

At 8:01 p.m. a motion was made by Ms. Berger, seconded by Ms. Scolnick, to go into Executive Session to discuss legal matters.

At 8:02 p.m. the meeting convened to Executive Session. At 8:35 p.m., Ms. Spitzer reconvened the meeting.

A motion was made by Ms. Gilbert, seconded by Ms. Berger, to adjourn the meeting. At 8:36 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