

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, New York 11743

MINUTES
“Unapproved”

Of a Regular Meeting of the Library Board of Trustees
Held on January 19, 2010, at
338 Main Street, Huntington., New York

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

EXCUSED: Assistant Director: Michael Bogin

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

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

Ms. Morgan and Ms. Zirpolo from the Friends were in attendance and reported that the Friends have taken over the care of the plants in the lobby, assuming the cost associated with that. They also stated their next general meeting is scheduled for February 3rd and that they have a new Co-President and Corresponding Secretary-- Judy and Tom Rizzo.

Plans are continuing, in collaboration with Book Revue, for the children's author visit in July. This visit will be combined with a craft project. It was stated that coupons will be available in the library whereby the Friends will receive 10% back from the sale of books that patrons make at the Book Revue. This will be for a specified period of time which will coincide with the Winter Reading Club.

The book sale is currently being organized and as books come in, more shelving is required. They asked for development of more space for this purpose. Ms. Sullewsky will continue to review all donated books before they go to the Friends. The Friends are considering a new price structure so that they can keep inventory moving at a rapid pace.

A motion was made by Ms. Scolnick, seconded by Ms. Spitzer, that Warrant #18 totaling \$447,344.37 is paid. The vote was unanimous.

A motion was made by Ms. Gilbert, seconded by Ms. Scolnick, that Warrant #19 totaling \$311,337.08 is paid. The vote was unanimous.

Ms. Berger requested that the Library develop a policy for the purchase of clothing/shoes, etc. for use by maintenance staff. Ms. Spitzer suggested a policy be implemented by the new fiscal year.

A motion was made by Ms. Scolnick, seconded by Ms. Spitzer, that Warrant #2 – G Fund totaling \$350.00 is paid. The vote was unanimous.

Ms. Berger stated that she has been in contact with Dave Grackin advising him that the Library continues to be interested in ordering supplies through the Bid. In addition, she noted that a list indicating which items the Library wants to order should be available by March 1.

Ms. Berger stated that the room presently designated for teens at the Station Branch will remain as is with no location change.

The issue of charging for certain programs the Library offers was once again reviewed. Questions raised included the following: impact on the budget; goals—covering expense of program, emergency fund, fairness to all, common practice in neighboring libraries, current policy/rationale, etc. It was stated that by charging a nominal fee, cost savings to the Library could total \$10,000. An informal vote was taken and it was agreed that any changes, yet to be agreed upon, will start at the beginning of the new fiscal year and will apply only to adult programming. More analysis on this issue was recommended.

Ms. Spitzer commented on how wonderful she felt the Staff Recognition Event was, as well as the Staff Conference which were recently held. She agreed with and stressed the importance of having a staff recognition program in place. Ms. Engelhardt stated that several staff members have expressed interest in being on such a committee in this regard. The establishment of an employee evaluation procedure policy as well as a promotion policy was also briefly discussed. This is still in the early development stages and will be explored further in conjunction with Civil Service guidelines. Training for Department Heads will be discussed further and scheduled as needed.

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

Additions to the Director's Report included the following: It was confirmed with attorney, Andy Lawrence, that his retainer fee includes no billable hours; however, he is available to the Library at short notice. Mr. Lawrence is willing to propose to the Board an alternative retainer agreement that would provide for attorney access as well as

include billable hours to be used prior to the conclusion of the agreement. Details of this proposal are forthcoming.

Fines for Seniors were discussed. It was agreed that the current policy will remain in effect and should be adhered to.

Laura Giuliani, Department Head in Technical Services, was in attendance to give the Technical Services quarterly report. She reported that her department has been very busy and that one of her part-timers is out ill for the next two months. She is very pleased with the new part-time addition to her department and went on to describe the various duties of each employee. Laura relayed that Technical staff are working on figuring out labels, call numbers, processing, etc. of new items to the Library; namely, a new video game collection. These items will be available to Huntington patrons only.

Laura reported she is also working on updating codes to accurately reflect that the codes currently used are indeed correct. This will provide us with further information on how items are circulated. When asked about problems her department is facing, Laura responded that staffing issues still exist with individuals being out for extended periods of time for illnesses and/or vacations. She added that she would like to see items get out faster. Patrons request have increased and she is currently looking into better ways to get items processed in less time. She is working on reducing redundancy and streamlining the ordering process. The use of book pockets has been eliminated, thus saving staff time, as well as the expense for these items.

Ms. Engelhardt stated that VIBS have found another location and will no longer require Library space after January 26.

With regard to the Board vacancy, Ms. Spitzer relayed that she invited a prospective applicant to attend the February Board Meeting.

Ms. Spitzer stated that George Dobler contacted her and that the Union plans to have its first meeting with representatives from the Board in March. Ms. Spitzer asked for a volunteer to be on this committee. It was decided that she, along with Ann Scolnick, will represent the Board with Ms. Berger available as needed.

A motion was made by Ms. Gilbert, seconded by Ms. Berger, to have Harriet Spitzer and Ann Scolnick as representatives of the Board for the purpose of negotiating a new contract for the Library. The vote was unanimous.

Ms. Spitzer discussed having Howard Gilbert act as the Library's labor lawyer. Ms. Engelhardt will, for budget purposes, obtain information from him regarding his fees, etc.

A motion was made by Ms. Spitzer, seconded by Ms. Gilbert, to engage Howard Gilbert as legal representation for the Board for the purpose of contract negotiations. The vote was unanimous.

It was decided to table the discussion with regard to the Library's Mission Statement until the February Board Meeting.

Ms. Engelhardt recommended to the Board that Mr. Bogin attend the PLA Conference scheduled to be held March 23 – 28, 2010, in Portland, Oregon, at a cost not to exceed \$1,950. This request was approved by the Board.

At 7:48 p.m. a motion was made by Ms. Scolnick, seconded by Ms. Gilbert, to go into Executive Session to discuss a personnel matter involving a specific employee and details pertaining to collective bargaining negotiations. The vote was unanimous.

At 8:33 p.m., a motion was made by Ms. Berger, seconded by Ms. Gilbert, to reconvene the meeting. The vote was unanimous.

A motion was made by Ms. Berger to adjourn the meeting. At 8:34 p.m., the meeting was adjourned.

Respectfully Submitted:

Prepared By:

Ann Scolnick, Secretary

Claire Tietjen, Recording Secretary