

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, New York 11743

MINUTES
(Unapproved)

Of a Regular Meeting of the Library Board of Trustees
Held on July 20, 2010, at the
Huntington Public Library Auditorium

PRESENT: Director: Debra Engelhardt, Assistant Director: Michael Bogin, Trustees:
Ann M. Berger, Lauren Gilbert, Harriet Spitzer, Ann Scolnick and Chuck Rosner

EXCUSED:

Ms. Spitzer called the meeting to order at 5:30 p.m.

Appointment of Chairperson: Ms. Engelhardt was nominated to act as Chairperson for the meeting by Ms. Berger seconded by Ms. Scolnick. The nomination was unanimously approved.

Election of Officers for 2010 - 2011

- A. Election of President for 2010 – 2011: Ms. Berger nominated Harriet Spitzer for President. The nomination was seconded by Mr. Rosner and unanimously approved.
- B. Election of Vice President for 2010 - 2011: Ms. Berger nominated Ann Scolnick for Vice President. The nomination was seconded by Ms. Spitzer and unanimously approved.
- C. Election of Secretary for 2010 - 2011: Ms. Scolnick nominated Chuck Rosner for Secretary. The nomination was seconded by Ms. Berger and unanimously approved.
- D. Election of Finance Officer for 2010 - 2011: Ms. Scolnick nominated Ann Berger for Treasurer. The nomination was seconded by Ms. Spitzer and unanimously approved.

Appointments for 2010 - 2011

- A. Appointment of Legal Counsel: It was moved by Ms. Berger, and seconded by Ms. Scolnick, to appoint the law offices of Howard E. Gilbert from July 1, 2010, to June 30, 2011. The motion carried unanimously.

- B. Newspaper of Record: It was moved by Ms. Scolnick, and seconded by Ms. Gilbert, to re-appoint the *Long Islander* as the newspaper of record, with *Newsday* as a second paper if required by law. The motion carried unanimously.
- C. Appointment of Library Auditor: It was moved by Ms. Berger, and seconded by Ms. Scolnick, to re-appoint Johnson & Meyer, CPA's as Library Auditor. The motion carried unanimously.
- D. Appointment of Library Treasurer: It was moved by Ms. Gilbert and seconded by Ms. Spitzer, to re-appoint Lori Brett as Library Treasurer. The motion carried unanimously.
- E. Designation of Standing Committees: The following standing committee members were appointed:
- Planning & Building –Ann Berger and Ann Scolnick
 - Budget & Finance - Ann Berger and Chuck Rosner
 - Services & Programs, Long-Range Planning & Development - Lauren Gilbert and Chuck Rosner
 - Personnel – Harriet Spitzer and Ann Scolnick
 - By-laws & Policies – Lauren Gilbert and Harriet Spitzer

Establishment of the Time and Place of Regular Meetings: Ms. Berger moved, seconded by Ms. Gilbert, that the regular meetings be held on the third Tuesday of each month, with noted change in April's Board Meeting date, to be held at 6:00 p.m. The motion carried unanimously.

Approval of Fines and Fees Schedule: Ms. Gilbert moved, seconded by Ms. Scolnick, to adopt the 2010 - 2011 Fines and Fees Schedule as presented. The motion carried unanimously.

Affirmation of Library Purchasing Policy: Ms. Scolnick moved, seconded by Ms. Berger, to reaffirm the Library's Purchasing Policy with noted changes. The motion carried unanimously. This policy will be given to the Library's accountant for review.

Affirmation of By-Laws: Ms. Berger moved, seconded by Ms. Scolnick, to reaffirm the Library's By-Laws. The motion carried unanimously.

A motion was made by Ms. Berger, seconded by Ms. Spitzer, to approve establishment of the Reserve Fund as of July 1, 2010, as presented. The motion carried unanimously.

Ms. Berger made a motion, seconded by Mr. Rosner, to approve the Library's Board of Trustees Minutes of June 15, 2010, with noted changes. The motion carried unanimously.

Kathy Morgan from the Friends was present and stated the Friends had a surprise sale on Saturday and sold 82 non-fiction paperbacks. Ms. Morgan inquired as to the library's past practice of not supporting/promoting events with regard to self-published authors. The Board stated they had no objection to the Friends sponsoring such an event. The Friends will be

hosting an event on September 12 in conjunction with Patricia Shih. On November 9, nutritionist, Jo-Ann Heslin will be here for a program.

A motion was made by Ms. Gilbert, seconded by Ms. Spitzer, that Warrant #33 totaling \$448,732.32 be paid. The motion carried unanimously.

A motion was made by Ms. Scolnick, seconded by Ms. Spitzer, that Warrant #1 totaling \$329,782.88 be paid. The motion carried unanimously.

A motion was made by Mr. Rosner, seconded by Ms. Gilbert, that Warrant #2 totaling \$60,218.33 be paid. The motion carried unanimously.

A motion was made by Ms. Spitzer, seconded by Ms. Scolnick, that Warrant #3 totaling \$587.88 be paid. The motion carried unanimously.

Jennifer Mulvihill, Department Head of the Business Office, was present to give her report. Some highlights of the past couple of months include: The Business Office started the new procedure of collecting fees for certain programs and running it through the cash registers; Mr. Rosner questioned whether the Library had a policy for bounced checks in which Mr. Bogin responded that we did not. "Timepiece" implementation is fully underway with only employees working on the main floor left to be enrolled. All supervisors have been trained in the new system. The Business Office is busy with year-end closing of the books which should be completed by the end of the week. The auditor is scheduled to begin the library audit next week. He will present his final report at a Board meeting in September or October. Jennifer attended supervisor training classes at SCLS.

Mr. Rosner requested to have pointed out to the Board particular problems that the various departments are experiencing, as well as having this information included in their quarterly reports. Ms. Spitzer added she would like to see more frankness in the reports.

Howard Gilbert was present to report to the Board information on the NYS Retirement Incentive Plan. Some points included: The library has 32 people eligible for either Part A Regular Eligibles or Part A Early Eligibles. Eligible employees must enroll within the open periods which will be at least 30 days but no more than 90 days between June 3, 2010, and December 31, 2010. He recommended that any employees interested in retiring should contact the NYS Retirement System to get specific answers to their particular situation.

Ms. Berger made a motion, seconded by Mr. Rosner, to adopt the following resolution:

"BE IT RESOLVED that the Board of Trustees of the Huntington Public Library does hereby elect to provide the benefits of Part A of Chapter 105 of the Laws, 2010, commencing on October 1, 2010, for all eligible employees who retire with an effective date of retirement set during the ninety day period beginning with and immediately following the commencement date and who are otherwise eligible as specified by Part A of Chapter 105, Laws of 2010."

The motion carried unanimously.

At 8:05 pm, Ms. Berger made a motion, seconded by Ms. Gilbert, to go into Executive Session to discuss the NYS retirement incentive, with regard to specific employees, and employee negotiations. The motion carried unanimously.

At 8:55 pm., Ms. Spitzer reconvened the meeting.

The Personnel Committee reported that they met with Ms. Engelhardt to review her annual job performance evaluation of Assistant Director, Michael Bogin.

Ms. Scolnick made a motion, seconded by Ms. Gilbert, to accept the Personnel Report for June. The motion carried unanimously.

Ms. Engelhardt added the following to her Director's report: There will be some changes with regard to the format of the monthly statistical report which will now also include Wi-Fi statistics. Program attendance is up by 10% from last year and the community rooms are in steady use.

Mr. Bogin has met with 11 potential vendors and continues to work on the bid wording with Howard Gilbert. HVAC coils will be cleaned--after which a more accurate reading may be obtained.

A motion was made by Ms. Gilbert, seconded by Ms. Scolnick, to designate Debra Engelhardt as the individual to open bids for Bid #2010-1 on August 9, 2010. The motion carried unanimously.

Ms. Berger made a motion, seconded by Ms. Scolnick, for the library to be open on the Sunday and Monday following Christmas. The Huntington Public Library will be closed on Saturday, December 25, 2010, which will be a paid holiday.

The Board gave approval for three staff members to attend the NYLA Conference at a total cost not to exceed \$4,000.

A motion was made by Ms. Scolnick to adjourn the meeting. At 9:23 p.m. the meeting was adjourned.

Respectfully Submitted:

Prepared By:

Chuck Rosner, Secretary

Claire Tietjen, Recording Secretary