

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, New York 11743

**MINUTES**

Of a Regular Meeting of the Library Board of Trustees  
Held on March 16, 2010, at  
338 Main Street, Huntington., New York

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

EXCUSED:

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

Ms. Berger made a motion, seconded by Ms. Scolnick, to approve the Library Board Minutes of February 16, 2010. The vote was unanimous.

Ms. Morgan and Mr. Craden from the Friends were in attendance to present their report which included the following: 97 books-on-cassette were donated to the Friends which, since they couldn't be sold, were then donated to a library in Hempstead; the Friends are reviewing their by-laws; books are being stored for their September book sale; they are still requesting to have more storage space made available to them as well as an expanded "sale area".

Mr. Craden thanked the Library staff for being so responsive to their needs. It was determined that the money received by the Friends for book sales since they took over this process was approximately the same as when the library handled these sales. They have been in contact with Adult Services with regard to various programming events being planned. The Friends plan to have a children's author here on July 21<sup>st</sup> and a nutritionist on November 9<sup>th</sup>. In addition, the Friends have requested to hand out bags of goodies during the annual carnival being held on June 25<sup>th</sup>.

It was stated that to date there are two candidates running on the Trustee Election ballot. Harriet Spitzer will be running for the five-year term and Charles Rosner will be running for the one-year term.

A motion was made by Ms. Scolnick, seconded by Ms. Spitzer, that Warrant #23 totaling \$290,376.93 is paid. The vote was unanimous.

A motion was made by Ms. Gilbert, seconded by Ms. Scolnick, that Warrant #24 totaling \$275,919.87 is paid. The vote was unanimous.

A motion was made by Ms. Scolnick, seconded by Ms. Spitzer, that Warrant #4 totaling \$150.00 is paid. The vote was unanimous.

Ms. Scolnick stated she and Ms. Berger met with Ms. Engelhardt and Lisa Gulino with regard to new signage for the Library. Key elements of the proposal included an electronic sign in the lobby, sidewalk signs instead of banners on the portico railing, as well as a sign on the corner of the building. Other items under consideration included: clean up of the bulletin boards, additional space for the Friends, the possible addition of a roof-top patio, beautifying the drop box with artwork, as well as regular clean up of the area outside the front entrance.

Mr. Bogin reported that an expanded budget brochure will be made available to the public approximately one week before the budget vote. The brochure will also be available for viewing on our website. In addition, an e-mail blast will be prepared. Trustee candidate information will also be included.

Ms. Spitzer reminded all of the policies/initiatives the Library is currently working on: promotion policy, staff travel/conferences and staff development.

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

Ms. Engelhardt reported that Laurene Tesoriero and Audrey Asaro joined her in Albany on Library Legislation Day and that Assemblyman Jim Conte wrote a nice follow-up letter to all.

Ms. Spitzer asked for clarification on the possibility of the Library moving away from using OverDrive to SuffolkWave. Mr. Bogin will be meeting with a representative from OverDrive in an attempt to negotiate a new price as our contract with them is nearing an end.

Ms. Scolnick made a motion, seconded by Ms. Berger, to approve Mr. Bogin and Ms. Casper attending the Innovative User Group Conference in April at a cost not to exceed \$1,800 each. The vote was unanimous.

Mr. Bogin explained the difference in computer usage this past month over last year at this time was due to the Library having closures due to weather, as well as the increase

in wireless usage by patrons within the library. He stated that in July the statistical report will be redesigned to include a line for wireless usage.

Ms. Scolnick made a motion, seconded by Ms. Spitzer, to accept the proposed wording to be incorporated on the Trustee Election Ballot to read as follows:  
MEMBER, BOARD OF TRUSTEES, HUNTINGTON PUBLIC LIBRARY to complete a one (1) year unexpired term. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Ms. Berger, to accept the 2009 New York State Annual Report as presented. The vote was unanimous.

The proposed 2010-2011 Holiday & Sunday Schedule was presented. Ms. Spitzer made a motion, seconded by Ms. Scolnick, to approve closing of the Library on Monday, July 5, in observance of Independence Day. The vote was unanimous. The remainder of the schedule will be considered at a future meeting.

Ms. Gilbert made a motion, seconded by Ms. Spitzer, to reaffirm the Break Policy, with noted revised language, as it appears in Section 100, Subsection V, of the Policy Book. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Ms. Gilbert, to have Ms. Berger serve on the Board of Trustees Grievance Committee for the purposes of Step 3 of the grievance process. The vote was unanimous.

Ms. Spitzer asked for clarification of a check prepared on behalf of John Deschamps attending an upcoming conference. She requested that a policy be instituted regarding conference attendance by the new fiscal year.

Ms. Berger made a motion, seconded by Ms. Spitzer, to approve the Director's recommendation that John Deschamps attend the "Computers in Libraries" conference to be held April 11 – 14 at an estimated cost of \$1,796. The vote was unanimous.

Ms. Engelhardt requested approval for the purchase of 11 new public-use computers for the Main Library, which are now off warranty, at a cost of approximately \$800 each. In addition, she requested the replacement of one of the servers, also off warranty, at a cost of approximately \$4,000. This was the last request for computer purchases for this fiscal year.

A motion was made by Ms. Scolnick, seconded by Ms. Gilbert, to approve the purchase of 11 new computers and a new server for the Library at a total cost of approximately \$13,000. The vote was unanimous.

At 7:10 p.m. a motion was made by Ms. Berger, seconded by Ms. Scolnick, to go into Executive Session to discuss details relating to labor negotiations.

At 7:45 p.m., Ms. Spitzer reconvened the meeting. A motion was made by Ms. Scolnick, seconded by Ms. Gilbert, to adjourn the meeting. At 7:46 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