

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, New York 11743

MINUTES

Of a Regular Meeting of the Library Board of Trustees
Held on May 18, 2010, at
1335 New York Avenue, Huntington Sta., New York

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

EXCUSED: Harriet Spitzer

Ms. Gilbert called the meeting to order at 5:31 p.m.

Ms. Berger made a motion, seconded by Ms. Scolnick, to approve the Library Board Minutes of April 20, 2010, with noted change. The vote was unanimous.

Ms. Morgan from the Friends was in attendance to present her report which included the following: The Friends will be participating in the HPL summer carnival scheduled for the end of June; in conjunction with Book Revue, they will host a local author in July for a book signing. Ms. Morgan stated there is no room to store additional books and they are considering stopping the acceptance of donations. An ad hoc Friends committee has been formed to discuss other possible alternatives/solutions.

A motion was made by Ms. Scolnick, seconded by Mr. Rosner, that Warrant #28 totaling \$253,090.23 is paid. The vote was unanimous.

A motion was made by Ms. Scolnick, seconded by Mr. Rosner, that Warrant #29 totaling \$304,164.07 is paid. The vote was unanimous.

A motion was made by Ms. Scolnick, seconded by Mr. Rosner, that Warrant #6 totaling \$5,895.00 is paid. The vote was unanimous.

Mr. Rosner asked about budget formulation procedures and spending projections. Ms. Engelhardt stated that she met with Mr. Rosner and Ms. Mulvihill to discuss cash management and investment opportunities at local banks.

Mr. Rosner discussed long-range plans for libraries. Ms. Engelhardt suggested the Services and Programs, Long Range Planning and Library Development Committee meet to discuss a long-range planning process for the Library.

Ms. Scolnick made a motion, seconded by Ms. Berger, to accept the Personnel Report for April, 2010. The vote was unanimous.

Conference attendance and reporting was discussed. Mr. Rosner suggested a one page, bullet-pointed synopsis on how the individual benefited from the conference and how and when the Library may benefit from an employee's conference attendance would be most useful to the Board. Ms. Engelhardt explained that conference reports are written for the Director and shared with the Board. She suggested that going forward there could be a Board version of the report submitted to the Director.

Ms. Engelhardt briefly noted some items included in the handout entitled, "Holding Effective Public Library Board of Trustee Meetings", in which an earlier version had previously been distributed to all trustees.

The value of the statistical report was discussed. Mr. Bogin stated that these figures are needed to complete the NYS Annual Report for Public and Association Libraries and that these figures are used in decision making.

A motion was made by Ms. Scolnick, seconded by Ms. Berger, to approve the 2010-2011 Library Holiday and Sunday Schedule. The vote was unanimous with Mr. Rosner abstaining.

A motion was made by Mr. Rosner, seconded by Ms. Berger, to approve the removal of official forms from Sections 100 & 500 of the Policy Manual. The vote was unanimous.

Ms. Scolnick made a motion, seconded by Mr. Rosner, to approve the recommendation for Andrea Pavlik to attend the Association for Library Service to Children 2010 National Institute being held in Atlanta, Georgia, on September 23 – 25, 2010, with expenses not to exceed \$1,750. The vote was unanimous.

Ms. Berger made a motion, seconded by Mr. Rosner, to approve the recommendation for Ms. Engelhardt to attend the Advanced Seminar in Public Library Administration

being held at the Suffolk Cooperative Library System on one Wednesday morning per month between September 15, 2010, and June 15, 2011, at a cost of \$600. The vote was unanimous.

At 6:38 p.m., a motion was made by Ms. Scolnick, seconded by Mr. Rosner, to go into Executive Session to discuss the appointment of a particular firm.

At 7:02 p.m., Ms. Gilbert reconvened the meeting.

A motion was made by Ms. Scolnick, seconded by Mr. Rosner, to appoint the law office of Howard E. Gilbert as the Library's general counsel for the fiscal year beginning July 1, 2010, through June 30, 2011.

A motion was made by Ms. Berger to adjourn the meeting. At 7:03 p.m., the meeting was adjourned.

Respectfully Submitted:

Prepared By:

Ann Scolnick, Secretary

Claire Tietjen, Recording Secretary