

HUNTINGTON PUBLIC LIBRARY  
338 Main Street  
Huntington, New York 11743

**MINUTES**  
“Unapproved”

Of a Regular Meeting of the Library Board of Trustees  
Held on April 21, 2009, at  
338 Main Street, Huntington., New York

PRESENT: Trustees: Donald Brosnan, Ann M. Berger, Lauren Gilbert, Martha Kahn  
and Harriet Spitzer; Director: Michael Bogin

EXCUSED:

Mr. Brosnan called the meeting to order at 5:35 p.m.

Ms. Kahn made a motion, seconded by Ms. Berger, to approve the Library Board Minutes of March 17, 2009. The vote was unanimous.

A motion was made by Ms. Kahn, seconded by Ms. Gilbert, that Warrant 3/31/09, 4/21/09 and Medicare Reimbursements totaling \$586,258.63 is paid. The vote was unanimous.

With regard to the Inter-Municipal Agreement with the Huntington School District, bids are due on May 27<sup>th</sup>. By July 1<sup>st</sup>, the Library will be ready to act.

Ms. Spitzer and Ms. Berger will be meeting with a candidate for the Business Manager position this Thursday.

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

Ms. Engelhardt added to her Director's Report that she is touring the various departments and meeting with department heads as well as with the head of security. She has been interviewed by various local papers and articles will be appearing shortly. In addition, she reported that bricks have been repaired in front of the building.

John Mulhern, Department Head of Customer Services, was present to report on his department. He relayed that he has been Department Head for the past 7 months and before that worked 12 years in the corporate world. In addition, he reported that Ms. Baranski has returned from her medical leave and that her return to work has helped alleviate the congestion of systems bags at Circulation. A website for the Town of Huntington is now available on computers which will provide a definitive answer as to what district a patron lives in. Mr. Mulhern reported that a growing number of patrons are now registering for programs on line and that the "When to Work" program is continuing to prove to be of great value in scheduling employees. Mr. Mulhern presented various graphs showing circulation activity over the past two years.

Ms. Spitzer inquired into the disposition of the Welcome Desk. Mr. Mulhern stated he would like to see this replaced with a stand up, self-check station. She also inquired into the office space he is now occupying. Mr. Mulhern suggested possibly using the currently designated "quiet room" for his future office and that the Tutor Room may be used as the quiet room when not in use by the tutors.

Mr. Bogin stated the removal of the Heckscher collection will be completed the week of May 4<sup>th</sup>. The prospective new Business Manager should be in place during the latter part of May--in sufficient time for our fiscal close, and the Custodial Worker I position should be filled by early May.

A supply list for the new Community Services Department was presented and approved by the Board. Ms. Engelhardt suggested joining the Fair Media Council. Ms. Spitzer inquired about getting further information on the savings of doing the newsletter in-house.

With regard to the broken water cooler, the wrong part had been shipped, thus further delaying the repair. It is currently in the process of being repaired.

Mr. Bogin presented a binder, prepared by Mr. Deschamps, which lists the complete inventory of computers at the Library. A detailed summary was also available for review.

A motion was made by Ms. Gilbert, seconded by Ms. Kahn, for the approval of the 2008 New York State Annual Report as presented. The vote was unanimous.

A motion was made by Ms. Kahn, seconded by Ms. Spitzer, to approve that the Huntington Public Library will observe Independence Day, 2009, on Friday, July 3, 2009, for holiday and leave purposes. In addition, the Library will be closed on Saturday, July 4, 2009. The vote was unanimous.

It was decided that there will be a reception welcoming Ms. Engelhardt to the Huntington Public Library on June 4<sup>th</sup> from 4:00 p.m. – 6:00 p.m. Community and civic leaders will be invited to attend. More information will be forthcoming.

The possible donation of the Baker/Pisano collection of books, catalogues, etc. of American art was discussed. Terms of the acceptance of this collection is still to be determined. Space issues will be looked at as well as having the collection appraised.

At 7:05 p.m. the meeting convened to Executive Session. At 8:25 p.m., Mr. Brosnan reconvened the meeting.

A motion was made by Ms. Spitzer, seconded by Ms. Kahn, to adjourn the meeting. At 8:26 p.m., the meeting was adjourned.

Respectfully Submitted:

Prepared By:

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Martha Kahn, Secretary

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Claire Tietjen, Recording Secretary