

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 20, 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 5:38 p.m.

Ms. Gilbert made a motion, seconded by Ms. Berger, to approve the Library Board Minutes of December 16, 2008, with noted changes. The vote was unanimous.

Mr. Robert Judge was present to address the Board regarding an incident on December 15th in which he had an altercation with another patron and ultimately a disagreement with a staff member. A second copy of a letter, which was mailed to him on December 26th banning him from privileges at the Library, will be mailed to his new address as given by Mr. Judge this date. Mr. Brosnan stated that once Mr. Judge acknowledges the letter, privileges will be restored and his account cleared.

A motion was made by Ms. Kahn, seconded by Ms. Gilbert that Warrant 12/31/08, and 01/20/09 totaling \$778,423.84 is paid. The vote was unanimous.

Ms. Spitzer stated she plans to speak to the Receiver of Taxes with regard to payment of taxes at the Station Branch. She thanked Linda Newell for her efforts on doing a price comparison on several items that the Library uses on a regular basis.

A motion was made by Ms. Berger, seconded by Ms. Spitzer, for the Huntington Public Library to proceed with joining the Huntington Union Free School District in the purchasing of some maintenance and cleaning supplies. The vote was unanimous.

Ms. Spitzer and Ms. Berger will speak to Mr. Gracken regarding this and report back to the Board.

Ms. Berger and Ms. Spitzer met for a final interview with the candidate selected for the Business Manager position. All felt that the candidate possessed the necessary background with a strong emphasis on accounting. Pending an acceptable reference check, the position should be filled within the next month.

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

Mr. Bogin stated that Stephanie Andris has officially left her position in the Business Office. This position should be replaced shortly, however, in the interim, Christy Rathgaber has agreed to fill in. The new Business Manager will be responsible for producing a new "Plan Document" for the 403b funds. Mr. Bogin will be investigating hiring a company who composes these plan documents. The switch to Long Island Fiber has been finalized; however, it was discovered that several lines that had been terminated affected our burglar and fire alarms at the Station Branch, as well as phone services at the church. New lines have been installed, thus resolving these problems.

Personnel from Heckscher Museum will be reviewing and weeding the collection shortly and then, it is anticipated, there will be additional space for the Friends group to use for their book sale. Mr. Bogin stated that SCLS will be facing severe cutbacks from the State and they will be looking at ways to eliminate and/or streamline services. Directors will be evaluating which services are most important to save such as resource sharing, and which services may be reduced, eliminated or possibly combined. Quarterly reports have been included in this month's packets and George Dober, Department Head of Custodial Services, will be reporting today. Ms. Spitzer commented on how impressed she was with the reports and the efforts of the various departments to reach outside the Library to connect with people.

George Dobler reported on what his department handles on a regular basis which includes, but is not limited to, all cleaning aspects for two buildings, light plumbing, dealing with vendors, ordering supplies, snow removal and errands. Items still to be addressed and/or attended to *are* the replacement of dental molding, the atrium being spackled and painted, additional security cameras being installed and the upgrade/replacement of air conditioning units. Mr. Brosnan asked to have a listing of these items on a timeline of short-term, mid-term and long-term projects to attend to. It was suggested that the fund balance be increased in anticipation of accomplishing some of these projects.

Mr. Dobler stated that he is in need of one good custodian to work at night and feels that with this addition/replacement of personnel that it would save the Library money as opposed to hiring a cleaning service which he feels would cost substantially more than the cost of having four full-time maintenance personnel. George was asked his opinion on the use of hand dryers vs. the continued use of paper towels. In the long term, he felt that hand dryers would be a better investment.

The charge for faxes was once again discussed. It was decided that as of July 1, 2009, to reduce the present charge of \$1.00 for a fax to 25 cents per fax.

Ms. Spitzer questioned the status of Literacy Services at the Station Branch. Mr. Bogin stated that Gini Booth has hired a new coordinator and services are up and running. She plans to continue these services without the additional monies previously obtained from the Library. A new document is being created for the hiring of new and/or the replacement of personnel. Mr. Bogin stated that Ms. Guliani has submitted a memorandum requesting replacement of a full-time clerk in Technical Services.

At 7:15 p.m. the meeting convened to Executive Session. At 8:20 p.m., Mr. Brosnan reconvened the meeting.

Ms. Spitzer made a motion, seconded by Ms. Kahn, that all Library personnel, full-time or part-time, including management personnel, will use the automatic palm scanners when entering and leaving the building during their scheduled work hours. The motion was unanimously approved.

A motion was made by Ms. Berger, seconded by Ms. Kahn, to adjourn the meeting. At 8:24 p.m., the meeting was adjourned.

Respectfully Submitted:

Prepared By:

Martha Kahn, Secretary

Claire Tietjen, Recording Secretary