

HUNTINGTON PUBLIC LIBRARY
338 Main Street
Huntington, New York 11743

MINUTES

Of a Regular Meeting of the Library Board of Trustees
Held on June 15, 2010, at
338 Main Street, Huntington., New York

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

EXCUSED:

Ms. Spitzer called the meeting to order at 5:35 p.m.

Ms. Berger made a motion, seconded by Ms. Scolnick, to approve the Library Board Minutes of May 18, 2010, with noted change. The vote was unanimous.

Ms. Morgan and Ms. Greenblatt from the Friends were in attendance to present their report which included the following: A couch was purchased for the children's area; they are contributing monthly towards the cost of care for the flowers in the foyer; they will be providing bags at the carnival including a coupon promotion, in conjunction with Book Revue, where the Friends will receive 10% of purchases made at Book Revue between June 26 and July 4; children's author, Bonnie Grubman, is scheduled to be at the Library on July 24th to read her book, nutritionist, Jo-Ann Heslin, will be at the Library on November 9th for a program; the annual book sale is scheduled to run from September 20 – 27 in the auditorium; there will be a media sale from the carts on June 19th.

In attendance was George Dobler, President of the CSEA Bargaining Unit, along with other employees. Mr. Dobler asked the following: "Do all the Board members have a copy of the CSEA proposals and does the entire Board have a copy of their [HPL] 66 proposals? Without waiting for an answer, Mr. Dobler and staff members left the meeting.

Mr. Rosner inquired if the Friends have a Mission Statement. Ms. Berger stated it is a work in progress.

A motion was made by Ms. Gilbert, seconded by Mr. Rosner, that Warrant #30 totaling \$243,595.72 is paid. The vote was unanimous.

A motion was made by Ms. Scolnick, seconded by Ms. Spitzer, that Warrant #31 totaling \$7,589.70 is paid. The vote was unanimous.

A motion was made by Ms. Spitzer, seconded by Ms. Scolnick, that Warrant # 32 totaling \$604,428.17 is paid. The vote was unanimous.

A motion was made by Ms. Gilbert, seconded by Ms. Spitzer, that Warrant # 7 totaling \$611.59 is paid. The vote was unanimous.

Mr. Rosner asked to have a narrative added to the financials describing items contained therein of importance which the Board should be made aware of.

Ms. Spitzer questioned the matter of maintenance supplies being obtained off the cooperative bid. Ms. Engelhardt stated that the Library will be looking into obtaining “green” products in the future and that a new bid is expected soon from the school district.

Mr. Rosner requested graphic representation to be included on the statistical report as well as information pertaining to cost per attendee per program. In addition, he asked to have pointed out what is important in the stats. Ms. Spitzer added that she would like end-of-year stats on tutoring activity at the two library locations.

Mr. Rosner questioned the process of selection of library programs and how money is allocated for such programs in order to get the most impact for the community and the library. Ms. Engelhardt added that she is presently engaged with program managers regarding this and other year-end analyses.

Ms. Berger stated she and Ms. Scolnick have been working with the Friends regarding finding additional space for them, as well as providing greater visibility for them. It was decided to not offer them the computer room space on the first floor. In addition, the space on the lower level, by the coffee machine, is also not suitable for them due to fire codes. Ms. Berger suggested that the Friends filter some of the books they have.

Ms. Spitzer questioned if the library had any system in place to deter/prevent theft of library items. Other than security guards and cameras, Ms. Engelhardt stated the cost of adding additional security would outweigh the cost of the theft. Mr. Bogin added that media items are stored in locked cases. It was stated that any new policies currently being considered will go for attorney review before instituting it as Policy.

Visitor to the meeting, Barbara Murphy, was in attendance and stated that she has attended many of the programs offered by the Library and finds them amazing. She added that she finds the library to be a wonderful facility.

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

Interviews for the part-time librarian and maintenance worker are currently being held by Department Head Teresa Schwind and George Dobler, respectively. These positions have either been advertised on the library list serve or in the local papers. Once candidates are narrowed down, administration may become involved in the final interviewing process.

Mr. Bogin stated he is expecting to have a decision made soon regarding the HVAC system repair and the upgrade of the security system. After some final comparisons, cost estimates will be made available for Board review.

Ms. Berger made a motion, seconded by Ms. Gilbert, to approve the proposed policy on Public Participation at regular meetings of the Board of Trustees of the Huntington Public Library as presented with noted changes. The vote was unanimous.

Ms. Engelhardt suggested that the line item on the agenda listed as *Comments From Visitors* to be changed to *Period for Public Expression*.

A letter was received by the Board from David and Shari Bethiel concerning a library incident. This will be discussed in Executive Session.

At 7:10 p.m., a motion was made by Ms. Berger, seconded by Ms. Scolnick, to go into Executive Session to discuss matters concerning a library incident, library and staff association negotiations and grievances. The vote was unanimous.

At 8:49 p.m., Ms. Spitzer reconvened the meeting.

A motion was made by Ms. Berger, seconded by Ms. Gilbert, to authorize exploration of an incentive for early retirement to determine whether offering it would be in the library's best interest. The vote was unanimous.

Ms. Spitzer noted that library and staff association proposals were discussed in Executive Session and that library and staff association proposals will be distributed to the full Board.

A motion was made by Mr. Rosner, seconded by Ms. Berger to adopt the following policy:

Any employee of the library observing or learning of a situation that could be called criminal conduct, i.e. assaultive, lewd, harassing or bullying conduct should immediately contact the police. The vote was unanimous.

A motion was made by Ms. Gilbert to adjourn the meeting. At 9:00 p.m., the meeting was adjourned.

Respectfully Submitted:

Prepared By:

Ann Scolnick, Secretary

Claire Tietjen, Recording Secretary