

Huntington Public Library  
Board of Trustees  
Minutes of April 16, 2013

Received for  
Record  
May 16, 2013  


**Present:** Paula Kelley, Lorrie Richland, Liz Greenberg.

**Others:** Anne Dannenberg.

**Policy Review:** The following policies were reviewed and went into final draft form:

- Computer Internet Use Policy.
- Patron Privacy Policy.
- Procedure for Requests for Patron Records of Information.
- Donations. (Lorrie will send this out by email)
- Rules of conduct for Patrons and Visitors.
- Librarians/Trustees Ethics.

**Director's Notes**

1. A request has been made to have a summer camp use the building for one week this summer. The trustees discussed our policy of the use of the building over a long period of time. The following was decided:

1. A \$50 surcharge would be charged for cleaning if the building was not left in the same condition as it was at the beginning of the week.
2. The trustees will charge 15% of the gross receipts for the use of the building.

Anne was asked to revise the current Rental and Storage Policies.

The resignation of Wendy de Forest as Assistant Director was read and discussed. The following steps were agreed upon to fill Wendy's position:

1. Lorrie will contact Harvey through email to let him know about Wendy's resignation.
2. The hiring process was to begin immediately with an advertisement on the FPF and in the Times, Ink. Paula agreed to notify Heidi about this.
3. It was agreed that the job would be advertised from 12 to 15 hours per week.
4. The application deadline would be May 9th.
5. Applicants would be asked to provide a letter of interest, a resume, and three references.
6. Interviews would be held on May 14, or 21, at the Library.

Anne was asked to send out a draft of the advertisement for the trustees to read before it was published.

The next meeting will be held May 14, 2013.

**Huntington Public Library  
Board of Trustees  
Minutes of April 2, 2013**

**Present:** Lorrie Richland, Heidi Racht, Harvey Schugar, Paula Kelley

The minutes were approved as corrected.

**Review and Discussion on Current Policies:**

It was decided that the Library would continue using "Policies" rather than "By-Laws".

The Board discussed and reviewed the following policies and made corrections or amendments to them:

- **Privacy:** Changes were made to procedures when the Library Director is not available. Heidi will add elements found in the policy for Williston's library into the Huntington policy. These will constitute the second draft of this policy.
- **Overdue Materials:** This policy was approved and moved to final draft.
- **Code of Ethics for Library Employees and Trustees:** It was decided to use the most recent policy researched by Liz to substitute "anytown" with Huntington Public Library. Lorrie will notify Liz.
- **Donations:** Some changes in wording were made. Lorrie will rewrite as a second draft.
- **Rules of Conduct:** Some changes were made in the wording. Lorrie will rewrite as a second draft.
- **Public Computer Use:** This policy needs to be read and updated. Harvey will do this.

**Next meeting:** April 16, 2013 at 7:00 pm.