

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
February 25, 1999

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on February 25, 1999 in the Community Room of the Northport Public Library.

Michael Glennon called the meeting to order at 4:15 p.m. Also attending were C. Annette Carr, Stuart Goldblatt, Director Stephanie Heineman and Assistant Director Eileen Minogue.

Elizabeth McGrail and Ruth McKay were absent with prior notice.

Douglas McNally, Library counsel, also attended.

Irving Toliver, SCLS Trustee, who represents the Huntington Libraries, also attended.

**MINUTES OF PREVIOUS MEETING**

Mr. Goldblatt moved to approve the minutes of February 25, 1999 as amended, seconded by Mrs. Carr and unanimously carried.

**FINANCIAL SECRETARY & TREASURER'S REPORT**

Mrs. Carr moved to approve warrant for \$165,192.13, page 2894, seconded by Mr. Goldblatt.

Mr. Goldblatt moved to approve warrant for \$116,008.91, page 2895, seconded by Mrs. Carr.

Mrs. Carr moved to approve warrant for \$123,562.69, page 2896, seconded by Mr. Goldblatt.

Mr. Goldblatt moved to approve warrant for \$38,204.22, page 2897, seconded by Mrs. Carr.

Mrs. Carr moved to approve warrant for \$125,285.50, page 2898, seconded by Mr. Goldblatt.

Mr. Goldblatt moved to approve warrant for \$10,345.00, page 2899, NORTHPORT BUILDING FUND, seconded by Mrs. Carr.

The Board accepted the payroll for period ending:

|                   |           |              |
|-------------------|-----------|--------------|
| January 22, 1999  | page 1591 | \$106,729.33 |
| February 5, 1999  | page 1592 | 107,176.08   |
| February 19, 1999 | page 1593 | 107,243.30   |

**COMMUNICATIONS**

A card was received from Elizabeth McGrail from St. Croix.

**DIRECTOR'S REPORT**

The Director's Report was given orally and she reported on the following:

The proposed budget for 1999/2000 was reviewed by the Trustees in the annual Budget Work Session on February 8, 1999 and will be presented to the community on March 24, 1999 at the annual Public Information Meeting.

Director's Report (cont.)

The Director met with two members of the Elwood Library Committee on Tuesday, February 16, 1999 regarding contracted library services. Trustee Goldblatt and Assistant Director Eileen Minogue were also in attendance.

The Director held a discussion with Head of Security Charles Cornetta on areas of concern and on requesting a form of clothing uniformity and identification for Guards.

RFP responses for the Cafes are being reviewed.

The auction of remaining stored items no longer able to be used in the Northport Library will be held this weekend. Items will be bid on silently.

Friends of the Library will hold their first monthly book sale in East Northport.

The Northport American Legion will present an American flag to the Northport Library on March 15, 1999 at 10:30 a.m. at a ceremony to be held outside on the library lawn.

Superintendent of Northport-East Northport Schools Bill Brosnan, Assistant Superintendent John Lynch, Doris Gebel Coordinator of Children's Services, Director Stephanie Heineman and Assistant Director Eileen Minogue met in the library on January 28, 1999 to work out plans to re-establish the School District's Parenting Center in the Library. The Library will be responsible for the Collection Development. The school will coordinate program speakers. Parenting Center will be introduced to the community in the fall of 1999.

Eileen Minogue, arranged a full day in-service staff development program on customer service and conflict management on January 22, 1999, which was attended by fifty staff members.

Now that the building program is completed we are working on collection development. Retrospective conversion of the collection to the III database is now continuing which will assure accuracy of the OPAC.

A patron has e-mailed with questions regarding the Children's Picture Book Collection and its appearance on the OPAC. This collection which had never been converted, will take first priority.

The Internet is a highly used service. We are reviewing adding more terminals to satisfy patron needs.

The Internet Access Agreement Policy for Children will be distributed at this meeting.

The Friday afternoon film showings have been very successful.

Many compliments were received for the February Library Newsletter.

The Imagination Center is now an integral part of the Children's Room. Plexi glass has been installed to cover the porthole.

The Museum Cove is wonderful. An international book display, to be on loan on a short term basis, is being arranged by Doris Gebel, with a patron's international doll collection to be displayed.

The Director has been asked to become Program Chairperson of her Northport Rotary Club for 1999/2000, and Vice-President and President the two succeeding years.

The Director thanked Michael Glennon for all his hard efforts this past month.

This month was a month of giving which included:

A gift for the Children's Room in memory of Ann Dugan.

A gift from the Cohen family in memory of their parents Elizabeth and Leon Cohen of East Northport.

The gift of a stuffed macaw bird for the Museum Cove from Mrs. Delia which will eventually be donated to Sweet Briar Nature Center in Smithtown.

A Polaroid Video Projector donated to the library by Jim Bean.

Lucas Mathiessen's gift of \$1000. for the purchase of Audio Books.

A public thank you for all the above gifts shall appear in the May Newsletter.

#### PERSONNEL

Mrs. Carr moved to approve "A" Salary Increases in the Personnel Report as follows:

Sherry Bologna, page/step 2, Children's-EN, 2/26/99; Kristine Cody, page/step 16, ref-Npt, 2/4/99; Katie Dickerson, page/step 2, children's-EN, 2/3/99; Elizabeth Englert, page/step 10, Children's-Npt., 2/13/99; Lauren Esposito, page/step 3, Children's-EN 2/4/99; Jerry John, page/step 2, ref-Npt, 2/17/99; Kacie Rocco, page/step 2, ref-Npt, 2/5/99; Chris Rodriguez, page/step 2, ref-Npt, 2/17/99; Miriam Roth, page/step 6, Tech.Processing, 2/29/99; Christine Thompson, page/step 8, children's-Npt, 3/5/99, seconded by Mr. Goldblatt.

Mr. Goldblatt moved to approve "B" New Employees in the Personnel Report as follows:

Vincent Gazzo, p-t custodian/step 1, custodial, 2/1/99; Michael Fox, p-t custodian/step 1, custodial, 2/3/99; Kenneth Makinen, p-t guard/step 1, security, 2/6/99; Richard Murphy, p-t guard/step 1, security, 2/8/99; Bridget Lane, p-t clerk/step 1, circulation, 2/10/99, seconded by Mrs. Carr.

Mrs. Carr moved to approve "E" Other in the Personnel Report as follows:

Dismissal of Michael F. McCarthy, guard/step 1, security, 1/22/99; Transfer of Jeanne Vadasz, p-t lib.clk, from Circulation Dept to Computer/Tech Services Dept., 3/1/99.

Approval of Civil Service Position Librarian Trainee, grade 14, Computer/Tech.Services, upon approval of Civil Service and in further consultation with the Library Board of Trustees

Librarian Trainee, grade 14, children's, upon approval of Civil Service and in further consultation with the Library Board of Trustees, seconded by Mrs. Carr.

**APPROVAL TO PRESENT PROPOSED BUDGET 1999/2000 REVIEWED AT 2/8/99  
WORK SESSION TO COMMUNITY ON APRIL 13, 1999**

Mrs. Carr moved to approve to present the proposed Library Budget for 1999/2000 to the public on Wednesday, March 24, 1999 at 7:00 p.m. in the Northport Library Community Room.

**OLD BUSINESS CONTRACTS WITH UNSERVED DISTRICTS**

Irving Toliver, a SCLS Trustee discussed with the Board the State's goal that every community in New York State have library service. Toward this goal the possibility of the Elwood School District (largest unserved district in the State) contracting with the Northport-East Northport Library was discussed.

**PUBLIC PARTICIPATION**

Present for the public participation were:

Mr. & Mrs. James Mauro, Mrs. Doris Nostrand and Mr. Jim Bean.

Mr. Mauro questioned the Board if they knew how many Elwood School District residents would choose to use the Northport-East Northport libraries. Mr. Mauro suggested that the Elwood district be split into three areas to avoid any one library district receiving the bulk of the Elwood patrons. Each portion would be assigned one library for their use.

Mrs. Mauro thanked the Library for the improved patron parking at the Northport Library by directing the Library staff to park in the former Northport Middle School parking lot. Mrs. Mauro questioned why her comment on staff parking was not reflected in last month's minutes and also where the Library Board minutes are kept.

**OTHER**

The Asharoken Garden Club has requested that the Northport Library maintain their collection of materials and would like to keep the collection intact to create an Asharoken Club Collection.

The collection includes a painting and a plaque. The staff is reviewing this request.

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY INTERNET ACCESS AGREEMENT  
FOR CHILDREN**

Mrs. Carr moved to approve the Northport-East Northport Public Library Internet Access Agreement for Children, seconded by Mr. Goldblatt.

**ADJOURNMENT**

Mr. Goldblatt moved to adjourn the regular meeting at 5:45 p.m. and seconded by Mrs. Carr.

Mrs. Carr moved to go into Executive Session to discuss personnel matters and matters regarding Library contracts, seconded by Mr. Goldblatt.

Mr. Goldblatt moved to adjourn the Executive Session, seconded by Mrs. Carr.

Mrs. Carr moved to adjourn the regular meeting at 6:20 p.m. seconded by Mr. Goldblatt.

**DATE OF NEXT MEETING**

Thursday, March 18, 1999 at 4:00 p.m.

Respectfully submitted,

*C. Ennette Carr for*

Ruth McKay  
Secretary

*Ruth McKay*