

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Minutes of October 19, 2004 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held Tuesday, October 19, 2004 in the Board Conference Room.

1) Ruth McKay called the meeting to order at 10:30 AM. Also attending were C. Annette Carr, Elizabeth McGrail, Robert Little, Director Stephanie Heineman, Assistant Director Eileen Minogue, and Assistant Director James Olney.

William Martin was absent with prior notice.

2) MINUTES OF PREVIOUS MEETING

Mrs. McGrail moved to approve the minutes of September 15, 2004 as amended, seconded by Mr. Little and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Mr. Little moved to approve warrant for \$1,750.53, page 3481, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$248,448.97, page 3482, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$70,775.98, page 3483, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$162,426.55, page 3484, seconded by Mr. Little and unanimously carried.

The Board accepted the payroll for the period ending:

September 24, 2004	page 1841	\$165,183.10
October 8, 2004	page 1842	163,683.90

B. The Board reviewed the September 2004 Monthly Expenditures and Revenue.

C. The Board reviewed the EAP usage statistics

4) COMMUNICATIONS

A letter was received from Diane Montagnese, a Commack resident, questioning our rule that only Northport-East Northport patrons may use the children's computers.

The Director will answer the letter upholding current policy.

5) DIRECTOR'S REPORT

The Director's Report was given orally. In addition to the packet she reported on the following:

Director's Report continued:

A visit with a patron who expressed to the Director "how wonderful the library is as a service to the community". Also thanking James Olney and others for their assistance.

A local dentist received assistance and expressed his appreciation.

SCLS is in transition. Bruce Massis, the new Director, will take over on January 3, 2005.

Head of Youth Services, Doris Gebel, along with her librarians Lisa Herskowitz and Pat Koven, will be panelists at a literature conference "A Picture Is Worth a Thousand Words."

6) PERSONNEL REPORT

Mrs. Carr moved to approve "B" New Employees in the Personnel Report, seconded by Mrs. McGrail and unanimously carried.

Mrs. Carr moved to approve "C" Resignations in the Personnel Report, seconded by Mrs. McGrail and unanimously carried.

Page attached

PERSONNEL REPORT ADDENDUM

Mrs. Carr moved to approve "B" New Employees in the Personnel Report Addendum, seconded by Mrs. McGrail and unanimously carried.

Mrs. Carr moved to approve "E" Other in the Personnel Report Addendum, seconded by Mrs. McGrail and unanimously carried.

Page attached

8) PALS Associate Memberships

Mrs. McGrail authorized Stephanie Heineman to approve the amendments of PALS, seconded by Mr. Little and unanimously carried.

9) UNFINISHED BUSINESS

A. CIPA

The fee guidelines are being reviewed for e-rate discounts. We have received approval for this year's funding but it is questionable for next year.

B. US Patriot Act

Stephanie Heineman, and James Olney were on a conference call with Congressman Steve Israel discussing how the library has been impacted by the US Patriot Act.

Unfinished Business Continued:

C. Library Courtyard

Various areas of the library have displays of the proposed courtyard. The November Newsletter will include a flyer and a form to facilitate contributions from the public.

D. Library Bear

The bear at the East Northport Library is riddled with termites and has become a safety hazard.

Mr. Little moved to remove the Bear and ask the patrons what they would like in its place, seconded by Mrs. Carr carried.

10) OTHER

Mrs. Heineman, Mrs. Minogue, Mr. Olney and Trustee Mrs. Carr will attend the SCLS Annual Trustee Workshop, "Trustees' Fiduciary Responsibilities & Ethical Trusteeship."

11) DATE OF NEXT MEETING

Tuesday, November 16, 2004, 10:30 AM Regular Meeting

12) ADJOURNMENT

Mrs. McGrail moved to adjourn at 11:25 AM, seconded by Mr. Little and unanimously carried.

Respectfully submitted,



Robert Little
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
October 19, 2004

A. Salary Increase <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
B. New Employees <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Jacqueline Volpe	Page/Step 1	Reference – Npt	10/13/04
C. Resignations <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Sarah Pattison	Page/Step 1	Reference – Npt	09/16/04
D. Retirement <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
E. Other <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
October 19, 2004

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Andrea Rodriguez	PT Library Clerk/Step 1	Community Services	10/25/04
Patricia Bennett	PT Library Clerk/Step 1	Circulation – EN	10/25/04

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Barbara Lavin	Acting Principal Account Clerk Step 5 (Temporary assignment during Principal Account Clerk's absence)	Accounting	09/27/04

Continuation of Leave of Absence

Denise Campbell	FT Librarian I/Step 3	Computer Services	10/01/04 – 10/31/04
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Change of Status

Denise Campbell	PT Librarian I/Step 3 (Change of status from full time to part time)	Computer Services	11/01/04
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