

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of December 21, 2006 Approved

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, December 21, 2006 in the Board Conference Room of the Northport Library.

Attending were Ruth McKay, Elizabeth McGrail, Robert Little, Andrea Gladding, Director Stephanie Heineman, Assistant Director Eileen Minogue, and Assistant Director James Olney.

Ronald Gaudreault was absent with prior notice.

1) EXECUTIVE SESSION

Mrs. McKay called the Executive Session to order at 10:01.

Mr. Little moved to adjourn the Executive Session at 10:21 AM, seconded by Mrs. McGrail and unanimously carried.

2) REGULAR MEETING

Mrs. McKay called the regular meeting to order at 10:22 AM.

3) Mr. Little moved to approve Northport-East Northport Public Library Contractual Agreement for Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney July 1, 2006 – June 30, 2008, seconded by Mrs. McGrail and unanimously carried.

4) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of November 15, 2006 as presented, seconded by Mrs. McGrail and unanimously carried.

5) FINANCIAL SECRETARY & TREASURER'S REPORT

Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 219,655.87, page 3588, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 239,990.03, page 3589, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 132,549.83, page 3590, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 192,695.17, page 3591, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 10,620.00, Page 3592, seconded by Mr. Little and unanimously carried.

The Board accepted the payroll for the period ending:

November 17, 2006	page 1900	\$ 182,647.45
December 01, 2006	page 1901	188,360.35
December 15, 2006	page 1902	180,885.74

Verifying invoices for books and materials

The Director reviewed the procedures for receiving books and verifying invoices.

6) DIRECTOR'S REPORT

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

2006 was a year of major accomplishments. Each and every one of the staff with no exception worked hard including meeting our goals for the Courtyard and the Little Prince statue while working with grace and poise.

That Buildings & Grounds have taken a step up in making the Library beautiful. 2007 will see a lot of things done in the Library.

7) PERSONNEL REPORT

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

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

Mrs. Gladding moved to approve "D" Retirement in the Personnel Report, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve "E" Other in the Personnel Report, seconded by Mrs. McGrail and unanimously carried. Page attached

PERSONNEL REPORT ADDENDUM

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

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

8) SCLS PROPOSED 2007 OPERATING BUDGET

Mr. Little moved to approve the SCLS proposed 2007 operating budget, seconded by Mrs. McGrail and unanimously carried.

9) UNFINISHED BUSINESS

Bring Back the Bear Summary

The Bring Back the Bear Summary was reviewed.

10) DATE OF NEXT REGULAR MEETING

Thursday, January 25, 2006 at 10:00 AM - Budget Work Session

11:00 AM - Regular Board Meeting

11) ADJOURNMENT

Mr. Little moved to adjourn at 11:30 AM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,

*Andrea Gladding*

Andrea Gladding  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
December 21, 2006

**A. Salary Increase**

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

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Chelsea Ringen	Page/Step 1	Reference – Npt	11/27/06
Susan Berger	Account Clerk/Step 1*	Accounting	12/27/06

\*credit for prior experience to step 4 will be given at end of 6 month probationary period.

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Tara Salvador-Entin	PT Librarian I/Step 1	Youth Service	12/29/06
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**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Joanne Halpern	PT Library Clerk/Step 16	Circulation – EN	12/31/06
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**Permanent Appointment**

Anthony Martocello (previously provisional appointment)	Network & Systems Spec. II/Step 9	Computer Services	12/06/06
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**Seasonal Pages**

Goffredo Avagliano	Seasonal Page/Step 8	Youth Services	12/18/06 – 01/08/07
Mary McNamara	Seasonal Page/Step 5	Media Services	12/13/06 – 01/14/07
Ashley Morris	Seasonal Page/Step 4	Media Services	12/20/06 – 01/15/07
Brian Paccione	Seasonal Computer Page/Step 6	Computer Services	01/03/07 – 01/18/07

**PERSONNEL REPORT  
ADDENDUM**

Approval of the Following Personnel Matters  
December 21, 2006

**A. Salary Increase**

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

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Melissa Rabbe	Page/Step 1	Youth Services	12/26/06
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**C. Resignations**

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

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

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Seasonal Page Suzanne Voizard	Seasonal Page/Step 3	Reference – EN	12/16/06 – 01/15/07
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