

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of September 18, 2008

Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, September 18, 2008 in the Northport Board Conference Room.

1) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 10:00 AM. Also attending were Andrea Gladding, Ruth McKay, Elizabeth McGrail, J. Ronald Gaudreault, Director Stephanie Heineman and Assistant Directors Eileen Minogue and James Olney.

2) MINUTES OF PREVIOUS MEETING

Mrs. McGrail moved to approve the minutes of the Regular Meeting, July 17, 2008, as amended, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve the minutes of the Reorganizational Meeting as presented, seconded by Mr. Gaudreault and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mr. Gaudreault moved to approve warrant for \$ 308,558.69, page 3679, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 71,835.50, page 3680, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 205,857.81, page 3681, seconded by Mr. Gaudreault and unanimously carried.

Mr. Gaudreault moved to approve warrant for \$ 316,939.48, page 3682, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 920.30, page 3683, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 74,252.90, page 3684, seconded by Mrs. McGrail and unanimously carried.

Mr. Gaudreault moved to approve warrant for \$ 78,854.48, page 3685, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 194,648.87, page 3686, seconded by Mrs. McKay and unanimously carried.

The Board accepted the payrolls for the periods ending:

July 25, 2008	Page 1949	\$ 196,471.71
August 08, 2008	Page 1950	194,719.87
August 22, 2008	Page 1951	199,227.86
September, 05, 2008	Page 1952	189,937.49

- B. Review of monthly expenditures
- C. Review of statistical summary
- D. SCLS 2007 Statistical Summary of Annual reports

4) COMMUNICATIONS

Director Stephanie Heineman sent a letter to: Parent or Guardian of Joshua Muno regarding his "consistent pattern of disruption of library operations, harassment of library patrons and staff, and violation of library rules. His privileges to use the facilities and services of the Northport-East Northport Public Library at 151 Laurel Avenue and 185 Larkfield Road including the parking lots and adjacent facilities are suspended from July 31, 2008 until September 2, 2008. If Joshua attempts to enter library facilities or utilize services before September 2, 2008 the police will be called and asked to remove him from the premises."

Assistant Director Eileen Minogue received a note from James V. D'Ambrosio thanking her for "her time meeting with him and making a pitch to Judith Willner on his behalf for the PR position at the Sachem Public Library."

Russell C. Vollmer, President of Vollmer-Adair Agency, Inc. thanked Director Stephanie Heineman for "advising us of our appointment to manage the Library's insurance program for the current fiscal year."

5) DIRECTORS REPORT

The Director's Report was given orally. In addition to the packet mailed in advance the report contained the following:

Former Board member Michael Glennon's congratulations for her twenty years of service to the community as Director to the Northport-East Northport Public Library.

Chairperson Robert Little will be accompanying Director Stephanie Heineman, and Assistant Directors Eileen Minogue and James Olney to the Suffolk County Legislators' annual breakfast sponsored by LILRC and SCLA on Friday, September 19, 2008.

Andrea Gladding, Trustee, will accompany Director Stephanie Heineman and Assistant Directors Eileen Minogue and James Olney to the SCLS Trustee workshop "Creating Effective Libraries" on Thursday, October 2, 2008, from 6:00-9:00 PM in Bellport.

James Olney's computer services staff conducted hands-on computer training workshop series over the summer proving to be very helpful to the staff.

The library is investigating what modifications can be made for cost efficiency, environmental impact as well as library security to address "leaving the lights on" in the Main Reading Room at the Northport Library.

After consultation with an arborist the tree struck by lightning shall be removed from the grassy area of the courtyard. A dead tree shall also be removed from the lawn in back of the library flagpole.

James Olney's application for construction aid from New York State resulted in a \$2500. grant contributing to the repairs of the East Northport Library entrance.

Praised the staff for their cooperation, patience, and good humor during the three day August failure of the PALS system.

The Silver Star Coupon Booklet has been a great success to patrons sixty-five and older with 322 handed out to date.

6) PERSONNEL REPORT

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

Mrs. McKay moved to approve "C Resignations" in the Personnel Report, seconded by Mr. Gaudreault and unanimously carried.

PERSONNEL REPORT ADDENDUM

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

A letter of resignation was received from Sarah Glasser, part-time Librarian in the PALS thanking the Library for providing her "with valuable professional library experience."

7) UNFINISHED BUSINESS

A. 2008 In-House Retirement Incentive For Those 65 Years of Age and Older
Four staff members have elected to take advantage of the retirement incentive plan.

B. Northport Library Facade Failure
Bids are being put out for repairs and improvements of the exterior facade of the Northport library building.

C. East Northport Rear Entrance Improvement Project
Work is underway on the walkway and ramp at the East Northport building. Book drops are being reinstalled on the lamp pole island.

D. LIBRARY2014

In an effort to make the LIBRARY2014 planning process open, the Director has invited the library staff to offer suggestions. They are responding enthusiastically.

E. 131-165 Larkfield Road

Board members E. McGrail and J.R. Gaudreault, together with administration will have a walk-through of parts of the 163 Larkfield Road building and report to the Board. Rental of the property will be investigated and reported to the Board.

8) DATE OF NEXT REGULAR BOARD MEETING

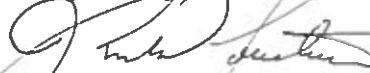
Thursday, October 16, 2008 at 1:30 PM

Mrs. McKay moved to convene in Executive Session, seconded by Mrs. McGrail and unanimously carried.

9) ADJOURNMENT

Mrs. McKay moved to leave Executive Session, return to regular meeting and adjourn, seconded by Mr. Gaudreault and unanimously carried at 12:25 PM

Respectfully submitted,



J. Ronald Gaudreault
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
September 18, 2008

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>
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Kelly Abbate	Page/Step 1	Computer Services	08/11/08
Jake Everdean	Page/Step 1	Computer Services	08/11/08
Benjamin Kramer	Page/Step 1	Computer Services	08/11/08
Caitlyn Maceli	Page/Step 1	Media Services	08/18/08
Erin McNally	PT Librarian Trainee/Entry	Youth Services	09/22/08

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Caitlin Aymong	Page/Step 4	Media Services	08/27/08
Meredith Burcyk	Page/Step 4	Youth Services – EN	08/15/08
Alyssa D'Agostino	Page/Step 5	Computer Services	07/29/08
Anthony De'Garavito	Page/Step 2	Computer Services	07/22/08
Michael Kiley	Page/Step 5	Youth Services – EN	08/30/08
Sarah Glasser	PT Librarian I/Step 3	PALS/Tech Services	08/31/08
Arianna Spiros	Page/Step 4	Youth Services – EN	08/31/08
Emma Nichols	Page/Step 3	Reference – Npt	09/10/08

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>
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**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
September 18, 2008

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>
Lisa Courter	PT Library Clerk/Step 1	Youth Services	09/22/08
Forrest Grossman	Library Page/Step 1	Reference – EN	09/22/08
Sara Bedell	PT Librarian/Step 1	PALS/Tech Services	09/25/08

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>
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