

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of February 18, 2010 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, February 18, 2010 in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:05 AM. Also attending were Ruth McKay, Patricia Flynn, Andrea Gladding, Robert Little, Director Eileen Minogue and Assistant Director James Olney.

2) MINUTES OF PREVIOUS MEETING

Mrs. McKay moved to approve the minutes of January 21, 2010 as amended, seconded by Mr. Little and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Gladding moved to approve warrant for \$ 277,171.25, page 3749, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$97,712.25, page 3750, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$203,114.08, page 3751, seconded by Mrs. Gladding and unanimously carried.

The Board accepted the payrolls for the period ending:

January 22, 2010	Page 1990	\$187,220.94
February 05, 2010	Page 1991	186,940.94

B. Review of monthly expenditures

C. Review of statistical summary

4) COMMUNICATIONS

5) DIRECTOR'S REPORT

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

ACCOUNTING – The semi-annual page raises, as well as the W-2's were the focus for January completion.

ADMINISTRATIVE ASSISTANT – The completed proposed budget document leads the way to the budget vote process.

ADULT SERVICES - Our new intern, part-time staff member Nora Nolan, will develop a countywide Art Topic Guide. A Serials Management project allows "electronic" claims submissions for issues not received.

BUILDINGS & GROUNDS - Staff successfully worked through two unexpected events of a fallen tree in Northport breaking our flagpole and another snowstorm.

CIRCULATION - EN - The annual Expired Patron Card purge was conducted which reduced 849 East Northport registrations, which the library will more than recoup.

CIRCULATION - NPT - Registrations, a more complicated on-line process, were conducted for 25 programs.

COMMUNITY SERVICES - The LIBRARIES CHANGE LIVES patron PR campaign has had a high response rate with praise for library staff and services. A partnership with the U.S. Census Bureau will station a representative at a lobby information table from mid-March through mid-April.

COMPUTER SERVICES - The relevant Social Networking Program drew 42 interested patrons.

EAST NORTHPORT- The staff's continued efforts during our Branch Librarian's absence, include the goal of holding a June 12 Book Sale.

NETWORK & SYSTEMS - V-sphere software has been installed to manage virtual servers using a remotely-controlled centralized interface. Attendance at a Technology Information Forum educated staff on handling the new area of "gaming" at libraries. The patron-impacted breakdown of our new high-speed computer printer was handled effectively in a team approach.

YOUTH SERVICES - Our 5th Annual Mock Newbery Election resulted in the members actually choosing the official winner and one of the honor books. Two Teacher Training Workshops conducted by our staff, were attended by 55 teachers who received continuing education contact hours.

ADMINISTRATION - The time-consuming insurance follow-up on the fallen tree is being conducted. A College of Du Page Webinar "Making the Best of a Shrinking Budget: Creative Practices in a New Economy" offered suggestions which we are already implementing.

6) PERSONNEL REPORT

Mr. Little moved to approve "A Salary Increase" in the Personnel Report, seconded by Mrs. McKay and unanimously carried.

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

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

Mrs. McKay moved to approve "E Other" in the Personnel Report, seconded by Mrs. Gladding and unanimously carried. One page attached

PERSONNEL REPORT ADDENDUM

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

7) PERIOD FOR PUBLIC EXPRESSION

8) PROPOSALS FOR LANDSCAPE MAINTENANCE, 03/01/10-02/28/12

Mrs. Gladding moved to accept the Landscape Maintenance Contract, 03/01/10-02/28/12 proposal from Brothers II for monthly maintenance for the Northport Library building \$550.00 and the East Northport Library building \$250.00, seconded by Mrs. McKay and unanimously carried.

9) UNFINISHED BUSINESS

10) OTHER BUSINESS

11) DATES OF FUTURE MEETINGS

Tuesday, March 16, 2010	6:00 PM	Regular Board Meeting
Tuesday, March 16, 2010	7:30 PM	Public Information Meeting
Tuesday, April 13, 2010	9:00 AM – 9:00 PM	Library Vote
Thursday, April 15, 2010	10:00 AM	Regular Board Meeting

12) ADJOURNMENT

Mr. Little moved to adjourn at 11:13 AM, seconded by Mrs. Flynn and unanimously carried.

Respectfully submitted,

Elizabeth A McGowan / Ruth McKay
Ruth McKay
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
February 18, 2010

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Nora Nolan	PT Librarian Trainee/27 Credits	Community Services	02/01/10

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Lauren Lipari	Page/Step 1	Youth Services	02/22/10

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Amanda Failla	Page/Step 2	Youth Services	01/28/10

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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Salary Correction

Anoopa Singh	Page/Step 2	Youth Services – Npt	01/04/10
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Request for Parental Leave

Kathleen Merritt	Library Clerk/Step 12	PALS/Tech Services	04/09/10 – 09/07/10
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**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
February 18, 2010

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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Max Curran	Page/Step 1	Computer Services	02/19/10
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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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