

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of February 16, 2011 Approved

The regular monthly meeting of the Northport-East Northport Public Library was held on Wednesday, February 16, 2011, in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Andrea Gladding called the meeting to order at 10:03 AM. Also attending were Ruth McKay, Robert Little, Patricia Flynn, Elizabeth McGrail, Director Eileen Minogue and Assistant Director James Olney.

2) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of January 20, 2011 as amended, seconded by Mrs. McGrail and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 215,377.47, page 3790, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 126,954.50, page 3791, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 263,081.38, page 3792, seconded by Mr. Little and unanimously carried.

The Board accepted the payrolls for period ending:

January 21, 2011	Page 2017	\$ 193,485.40
February 4, 2011	Page 2018	185,934.34

B. Review of monthly expenditures

C. Review of statistical summary

4) COMMUNICATIONS

Rosemary Feeney, Director Northport Historical Society, thanked the library staff for their generosity which enabled the Society to purchase two chairs for the museum's gallery in memory of Dorothy Bushell Walker.

Mark A. Cuthbertson, Councilman for the Town of Huntington, wrote on behalf of the American Association of Retired Persons Northwestern Suffolk Chapter asking if the library could dedicate "an element" in the Northport library in memory of Abraham Thompson who had "an affinity for Northport" and had recently passed away.

COMMUNICATIONS (continued)

Mr. L. John Friia, President Commack Teachers Group, thanked Director Eileen Minogue for accommodating him and his group for their meeting stating that "in all my previous experiences I have not encountered such a courteous and professional staff or a meeting room that so enhanced our agenda."

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:

Administration - A meeting with the Head of Security and security personnel was held to discuss standard procedures and improving patron services.

Individual meetings with pages to review important procedures related to patron interactions were held and documented.

Successful implementation of the staff FSA benefit was completed.

The insurance claim for damages related to the accidental fire extinguisher discharge was finally settled.

Assistance was provided to the Smithtown Library on their development and implementation of the State-mandated Workplace Violence Prevention Program which saved them the cost of hiring an outside consultant.

Administrative Assistant - The Senior Administrative Assistant Test, given on January 22, 2011, was taken by our Administrative Assistant.

Adult Services - Responding to patron requests the library subdivided the DVD collection to highlight the expanding series collection.

New releases can now be more easily placed on hold using a checklist form available in the media stack area.

Buildings & Grounds - The record snow storms, seven to date, necessitated additional heavy equipment to satisfy numerous patron concerns relating to adequate parking and safe access.

A newly acquired CAD program will provide guidance on effective use of space planning.

Circulation-East Northport - The library has ordered more duplicate copies of books and DVDs to accommodate the surge in patron holds reflecting the community's use of their library in these economic times.

Circulation - Northport - The elementary schools sponsored a Parents As Reading Partners Program and assigned students to visit their public library to receive a certificate of accomplishment.

DIRECTOR'S REPORT (continued)

Community Services - Continued endorsement from national and local media highlighted the library in the *Unabashed Librarian* for our "Special Occasions: A Party Planning Checklist," as well as on Northport Patch.com for being the first listed on the "100 Reasons Northport is Great."

Computer Services - A Social Networking Committee has been formed to engage staff with the community through social media. Actively listening to members input will improve library relevancy in their lives.

Forty patrons attended the February 12, 2011 Downloading ebooks and Audiobooks Program with questions answered by our own ebook professionals.

East Northport - The Branch Librarian has resumed our Collection Development Meetings with all full-time librarians covering policy updates, reassignment of subject responsibilities, and new staff blogs related to specific service areas.

Local History - An intern from the Palmer School will be working on the project of Arrangement and Description of Historical Photographs of Northport.

Network & Systems - Upgrade of self-check stations required the replacement of the receipt printer enabling the addition of a library logo and contact information to distinguish our date due slips from standard register receipt slips.

The library purchased both a color and a black and white nook ereader for staff training and patron demonstrations.

PALS/Tech Services - A sign language interpreter helped in the training for the implementation of the new networked label printers.

Youth Services - "How to Do a Science Fair Project" for two separate grade levels drew high student attendance and parental appreciation in support of annual school district science curriculum.

6) PERSONNEL REPORT

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

PERSONNEL REPORT ADDENDUM

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

One attached page

7) PERIOD FOR PUBLIC EXPRESSION

8) UNFINISHED BUSINESS

LIPA Property Tax Lawsuit

Director Eileen Minogue and Assistant Director James Olney will attend a meeting next week with County executives in the H. Lee Denniston Building.

9) OTHER BUSINESS

10) DATES OF FUTURE MEETINGS

Tuesday, March 15, 2011 6:00 PM Regular Board Meeting
Tuesday, March 15, 2011 7:30 PM Public Information Night
Tuesday, April 5, 2011 9:00 AM - 9:00 PM - Library Vote
Wednesday, April 20, 2011 10:00 AM Regular Board Meeting

11) MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS CONTRACT

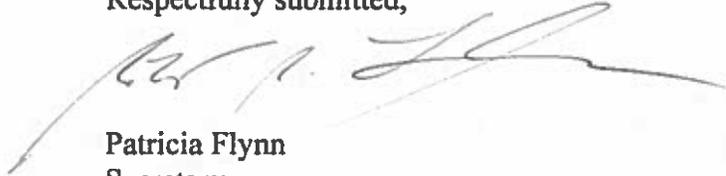
Mrs. McGrail moved to leave the Regular Meeting and convene in Executive Session to discuss the staff contract, seconded by Mrs. McKay and unanimously carried.

Mr. Little moved to leave the Executive Session and return to the Regular Meeting, seconded by Mrs. McGrail and unanimously carried.

12) ADJOURNMENT

Mrs. Flynn moved to adjourn the Regular Meeting at 11:57 AM seconded by Mr. Little and unanimously carried.

Respectfully submitted,



Patricia Flynn
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
February 16, 2011

A. Salary Increase
Name

Position & Grade/Step

Department

Effective Date

B. New Employees
Name

Position & Grade/Step

Department

Effective Date

C. Resignations
Name

Position & Grade/Step

Department

Effective Date

Courtney Oswald

PT Library Clerk/Step 1

PALS/Tech Services 02/24/11

D. Retirement
Name

Position & Grade/Step

Department

Effective Date

E. Other
Name

Position & Grade/Step

Department

Effective Date

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
February 16, 2011

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Gary Becker	Guard/\$20.40 hr.	Security	07/01/10
Vincent Catalano	Guard/\$17.99 hr.	Security	07/01/10
Timothy Crowley	Guard/\$17.69 hr.	Security	07/01/10
William Hummel	Guard/\$19.20 hr.	Security	07/01/10
Ralph Pellegrino	Guard/\$17.99 hr.	Security	07/01/10
Salvatore Rapisardi	Guard/\$21.01 hr.	Security	07/01/10
Charles Sentowski	Guard/\$19.20 hr.	Security	07/01/10
Luigi Suriano	Guard/\$17.99 hr.	Security	07/01/10
Robert Wilson	Guard/\$17.99 hr.	Security	07/01/10

B. New Employees

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