

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of October 20, 2011 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, October 20, 2011 in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

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

Patricia Flynn was absent with prior notice.

Library Accountant Tong Wu, Bayside CPA PLLC, attended for discussion and acceptance of the Auditor's Report on Examination.

2) MINUTES OF PREVIOUS MEETINGS

Mrs. McGrail moved to approve the minutes of September 15, 2011 as amended, seconded by Mrs. Gladding and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Discussion and acceptance of Auditor's Report on Examination

Mrs. Gladding moved to accept the Auditor's Report on Examination, seconded by Mrs. Hartough and unanimously carried.

B. Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 265,900.48, page 3818, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 88,645.73, page 3819, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 246,109.83, page 3820, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 218,351.78, page 3821, seconded by Mrs. Gladding and unanimously carried.

The Board accepted the payrolls for period ending:

September 16, 2011	Page 2035	\$ 192,660.64
September 30, 2011	Page 2036	199,786.28
October 14, 2011	Page 2037	201,761.16

Financial Secretary & Treasurer's Report (continued)

C. Review of monthly expenditures

D. Review of statistical summary

4) COMMUNICATIONS

A letter was received from Douglas McNally, library counsel, relating to a communication he received from the attorney for a library patron.

A letter was received from Linda Bryan, part-time reference librarian, thanking the library for the "wonderful luncheon" held for her upon her retirement from the library.

Michelle and Doug Trani had pictures taken in the library prior to their wedding on September 30, 2011. Copies of the pictures taken were sent to the library.

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 - The Suffolk Cooperative Library System New York State Construction Grant Advisory Committee recommended the SCLS Board grant \$20,000 to our library for the 2011 project to repair Northport Library's rear sidewalks and façade.

The ALA Webinar "Be A Great Boss" was hosted for the Department Head team and provided a good foundation for further discussion and implementation.

Our correspondence to the Village Mayor advising their Board of the safety concern related to the deteriorated crosswalk resulted in another temporary blacktop patch.

Buildings & Grounds - The changing season and loss of daylight posed a challenge to provide safe egress at closing for staff and patrons parked in the school lot in Northport. Our continued communication with the school district has helped to keep their timers adjusted. Consultation with a field LIPA representative to request additional street lighting revealed it, unfortunately, cannot be accommodated.

A children's performance stage was custom built in the Museum Cove to the children's theatrical delight.

Community Services - Patron responses to the staff designed and installed 9/11 mural on First Responders were emotional and heartfelt citing "the photos are very moving and in good taste" and "I will never forget 9/11/01 because of this work."

East Northport - The Friends of the Library purchased both a Museum Pass as well as the two new planters on the side of the East Northport Library.

The new Let's Talk! Friendly English Conversation Group started with ten attendees from as far away countries such as Columbia, Turkey and South Korea, and will continue to grow as the "talk" spreads.

Local History - A manuscript case exhibit this month features photographs of Northport's Civil War Veterans and other materials related to the Civil War from our local History Center.

Network & Systems - The Northport Book and Photo Scan Station has scanned more than 2,000 images by patrons since its deployment four months ago. The creation of signage and a PR bookmark will introduce more patrons to this new service.

PALS/Tech Services - Cost-cutting measures using Sky River Services by SCLS has impacted on the quality and detail of our catalog records resulting in limited information for new items. Patrons will view these brief records until SCLS expands them.

Youth Services - Huntington Area Public Library Outreach (HAPLO) extended to Stony Brook Hospital and provided sixty ill children with books, magazines and stories to comfort them. The new HAPLO logo was designed by our library staff to identify their materials which are distributed to hospitals.

The Together Book Talk program, grant-funded, had a full registration of fifteen, mostly boys, to explore themes of citizenship, courage and freedom through book discussion and creative activities.

The Veterans Outreach Center of Rochester was so impressed with our Veteran resources and materials that they have listed our library among their partners-in-kind and sent a collection of resources to benefit our military families. We plan to develop a new Storytime Backpack for military families.

Our Teen Librarian, as the library representative on the Northport-East Northport Drug and Alcohol Taskforce, was interviewed for a forthcoming cable TV program on community coalitions. This interview covered the library's participating in and hosting teen and adult book clubs discussing titles relevant to these issues.

6) PERSONNEL REPORT

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

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

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

7) REVISION OF COMPUTER USE POLICY

Mrs. McGrail moved to approve the revision of the Computer Use Policy, seconded by Mrs. Gladding and unanimously carried.

8) REVISION OF STAFF COMPUTER USE POLICY

Mrs. Hartough moved to approve the revision of the Staff Computer Use Policy, seconded by Mrs. McGrail and unanimously carried.

9) REMOTE ACCESS POLICY

Mrs. McGrail moved to approve the Remote Access Policy, seconded by Mrs. Gladding and unanimously carried.

10) PERIOD FOR PUBLIC EXPRESSION

11) UNFINISHED BUSINESS

NYS 2% Property Tax Cap

The Board continues to be concerned about the affect the NYS 2% Property Tax Cap will have on the Library.

LIPA Property Tax Lawsuit

"The Town and the school district claim LIPA's lawsuit is illegal based upon a 1997 agreement between LILCO and LIPA that stated the company only had the right to challenge tax rates if the town increased its tax assessment which it has not."

(Taken from the Times of Northport)

12) OTHER

13) Dates of future meetings:

Thursday, November 17, 2011	10:00 AM	Regular Board Meeting
Thursday, December 15, 2011	10:00 AM	Regular Board Meeting

14) ADJOURNMENT

Mrs. McGrail moved to adjourn at 12:30 PM, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,

Elizabeth A McGrail

Elizabeth McGrail
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
October 20, 2011

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Brian Lambert	Page/\$8.30 hr	Computer Services	09/26/11

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Amara Sarno	Page/\$7.25 hr	PALS/Tech Services	10/03/11
Jacqueline Morreale	Page/\$7.75 hr	Adult Services – Npt	10/24/11
Alyssa Zurawsky	Page/\$7.25 hr	Youth Services – EN	10/24/11

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Darla Gutierrez	Page/\$10.55 hr	Youth Services - EN	09/12/11
Ryan Ozimkowski	Page/\$7.25 hr	Computer Services	09/12/11
William Hummel	Guard/\$19.70 hr	Security	09/13/11
James Maue	PT Custodial Worker I/Step 3	Buildings & Grounds	09/15/11
Arizona Hutchinson	Page/\$7.55 hr	Youth Services – EN	10/10/11

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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