

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of July 18, 1996

ANNUAL REORGANIZATION OF THE BOARD OF TRUSTEES

C. Annette Carr called the meeting to order at 1:00 p.m. Also attending were Michael Glennon, Ruth McKay, Elizabeth McGrail, Stuart Goldblatt, Assistant Director Eileen Minogue and Director Stephanie Heineman.

Douglas McNally, library counsel, also attended.

OATH OF OFFICE

Ruth McKay signed the Oath of Office for Trustee for a term of five years.

REORGANIZATION OF BOARD

Chairperson: Michael Glennon nominated by Ruth McKay and seconded by Stuart Goldblatt.

Vice-Chairperson: Stuart Goldblatt nominated by Ruth McKay and seconded by Elizabeth McGrail.

Secretary: Elizabeth McGrail nominated by Ruth McKay and seconded by Stuart Goldblatt.

Financial Secretary: Ruth McKay nominated by Elizabeth McGrail and seconded by Michael Glennon.

Selection of Members of Personnel Committee

Ruth McKay moved to have Stuart Goldblatt Chairperson, and C. Annette Carr and Elizabeth McGrail as members of the Personnel Committee, seconded by Michael Glennon.

Selection of Building Program Board Liaison

Ruth McKay moved to approve Michael Glennon as Building Program Liaison, seconded by Elizabeth McGrail and unanimously carried.

Designation of Person and Alternate Certified to Sign Payroll and Supplementary Warrants

Michael Glennon moved to designate Stephanie Heineman as person designated to sign payroll and supplementary warrants and to designate Eileen Minogue as alternate, seconded by Ruth McKay and unanimously carried.

Approval of Investment Policy

C. Annette Carr moved to approve the Northport-East Northport Public Library Investment Policy (July 1, 1996-June 1997), seconded by Stuart Goldblatt and unanimously carried.

Resolution for Emergency Approval of Payment of Warrants

Stuart Goldblatt moved to permit payment of warrants previously reviewed by the Financial Secretary or pre-approved as part of the supplementary warrant by two Board Members should a quorum not be available.

Approval of Deferred Compensation

Stuart Goldblatt moved to table the deferred compensation and amount for 1996/97 fiscal year, seconded by Ruth McKay and unanimously carried.

Meeting of July 18, 1996

SCHEDULE OF HOLIDAY OPENINGS AND CLOSINGS

Stuart Goldblatt moved to approve the schedule of Holiday Openings and Closings for 1997, seconded by C. Annette Carr and unanimously carried.

APPROVAL OF DATE FOR ANNUAL LIBRARY ELECTION AND TRUSTEE VOTE

C. Annette Carr moved to approve Tuesday, April 8, 1997 to hold the annual library election and Trustee Vote, seconded by Ruth McKay and unanimously carried.

APPROVAL OF FRANCES BURTON AS CLERK OF THE ANNUAL VOTE

Elizabeth McGrail moved to approve Frances Burton as Clerk of the Annual Vote, seconded by Ruth McKay and unanimously carried.

APPROVAL OF THE DESIGNATION OF THE OBSERVER AND THE RECORD AS THE OFFICIAL NEWSPAPERS FOR THE PUBLICATION OF LEGAL NOTICES

Ruth McKay moved to designate the Observer and The Record as the official newspapers for the publication of legal notices, seconded by Stuart Goldblatt and unanimously carried.

RECORDS ACCESS OFFICER

Stuart Goldblatt moved to approve Stephanie Heineman Records Access Officer 1996/97, seconded by Elizabeth McGrail and unanimously carried.

SCHEDULE OF 1996/97 BOARD MEETINGS

Stuart Goldblatt moved to approve the schedule of 1996/97 Board Meetings, seconded by C. Annette Carr and unanimously carried.

ADJOURNMENT

C. Annette Carr moved to adjourn at 1:25 p.m., seconded by Stuart Goldblatt and unanimously carried.

REGULAR BOARD MEETING

Mr. Glennon called the meeting to order at 1:26 p.m.

MINUTES OF PREVIOUS MEETING

Mrs. McKay moved to accept the minutes of June 20, 1996 as presented, seconded by Mrs. McGrail and unanimously carried.

FINANCIAL SECRETARY & TREASURER'S REPORT

Mrs. McGrail moved to approve warrant for \$103,988.11, page 2445, seconded by Mrs. Carr and unanimously carried.

Mr. Goldblatt moved to approve warrant for \$3,000.00, page 2446, seconded by Mrs. McKay and unanimously carried.

Mrs. Carr moved to approve warrant for \$87,355.53, page 2447, seconded by Mr. Goldblatt and unanimously carried.

Mrs. Carr moved to approve warrant for \$194,033.30, page 2448, seconded by Mrs. McGrail and unanimously carried.

The Board accepted the payroll for the period ending:

June 24, 1996	page 1517	\$86,207.45
July 8, 1996	page 1518	1,571.71
July 9, 1996	page 1519	85,233.37

COMMUNICATIONS

Vacation postcards were received from C. Annette Carr and Ruth McKay.

PERSONNEL

Mrs. McKay moved to approve "A" Salary Increases in the Personnel Report as follows:

Christine Cuilwik, Page/Step 5, Ref-Npt, 7/25/96; Michael Epstein, Page/Step 5, Computer-Npt, 7/25/96; Patricia Harvey, Page/Step 10, Ref-Npt, 7/1/96; Patricia Pastor, Page/Step 3, Children's-EN, 6/27/96; Marian Rowland, Page/Step 3, Ref-Npt, 7/18/96, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve "C" Resignations in the Personnel Report as follows:

Meagan Cavanaugh, Page/Step 3, Ref-Npt, 7/26/96; Lauren Icken, Page/Step 4, Children's-Npt, 5/28/96; Victoria Forgione, PT Lib Clk/Step 1, Circulation, 7/29/96; Janet Donaldson, PT Lib Clk/Step 3, Circulation, 7/20/96, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve "E" Other in the Personnel Report as follows:

Margaret Doran, PT Lib Clk/Step 1, Accounting, 6/24/96 (Transfer from page to Lib. Clerk); Judith Quarry, PT Lib/Step 16, Ref, 8/5/96 to 8/18/96 (Leave of absence), seconded by Mr. Goldblatt and unanimously carried.

DIRECTOR'S REPORT

The Director informed the Board that the library is applying for a New York State Construction Grant for the East Northport building project.

The Director thanked all who participated in the groundbreaking this morning for the new East Northport library. We can now move on. Thanked the "quiet" people who do so much especially Eileen Minogue. The Director apologized for anyone she might have not recognized. Douglas McNally did a beautiful job. Michael Glennon inspired us all. Everyone thought the ceremony was very rewarding..

The Staff did a wonderful job moving into the interim library. They expended alot of energy. The auction of the items from East Northport library not being stored and no longer needed is concluding tomorrow with the final pickup.

The Northport air conditioner compressor went down and has been replaced. It was unfortunate timing for the short time it will be used.

There were twenty-four bids for five contracts for the new East Northport library that were opened on July 16, 1996.

The Northport Rotary Club has honored the Director by designating her as a Paul Harris Fellow the highest honor in Rotary. The Director expressed how much she has enjoyed her participation in Rotary.

BOARD THANKS THE ASSISTANT DIRECTOR AND DIRECTOR

Mr. Goldblatt moved to praise the Assistant Director and Director as well as the other staff members involved for the ground breaking ceremony held this morning July 18, 1996, seconded by Mrs. McKay and unanimously carried.

ADJOURNMENT

Mr. Goldblatt moved to adjourn at 1:55 p.m., seconded by Mrs. McKay and unanimously carried.

EXECUTIVE SESSION

Mr. Goldblatt moved to convene in Executive Session at 1:55 p.m. to discuss personnel matters, seconded by Mrs. Carr and unanimously carried.

Mr. Goldblatt moved to go out of Executive Session at 2:20 p.m., seconded by Mrs. McKay and unanimously carried.

DATE OF NEXT REGULAR MEETING

August 15, 1996 at 10:00 a.m. (financial only)

Respectfully submitted,

Elizabeth A McGrail

Elizabeth McGrail
Secretary