

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Meeting of December 16, 2003

APPROVED

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on December 16, 2003 in the Northport Library.

1) Elizabeth McGrail called the meeting to order at 10:04 AM. Also attending were Ruth McKay, C. Annette Carr, Robert Little, William Martin, Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney. Mary Ellen Moll also attended for a presentation on plans for the 90th Anniversary of the Northport Library.

2) MINUTES OF PREVIOUS MEETING

Mr. Martin moved to approve the minutes of November 20, 2003 as amended, seconded by Mrs. McKay and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

Mrs. McKay moved to approve warrant for \$247,339.67, page 3419, seconded by Mrs. Carr and unanimously carried.

Mr. Little moved to approve warrant for \$443,261.65, page 3420, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$117,257.61, page 3421, seconded by Mr. Martin and unanimously carried.

The Board accepted the payroll for the period ending:

11/21/03	page 1819	\$168,878.48
12/05/03	page 1820	163,730.29

4) COMMUNICATIONS

Suffolk Cooperative Library System has informed the library that Marjorie Rosenthal has submitted her resignation from the Suffolk Library Board and a caucus will be held on January 19, 2004 at the South Huntington Library to nominate a replacement to fill her expired term for the Town of Huntington.

5) DIRECTOR'S REPORT

The Director's Report was given orally in addition to the packet she reported on the following:

The SCLS CONTRACT AREA FEE CHANGE effective July 1, 2004 has been set at a minimum of \$97.57.

On Saturday, November 29, the Northport building experienced HVAC equipment motor surge damage due to a severe high windstorm.

The Director taught a class on Public Relations for the CW Post Library Administration series on November 11, 2003.

The libraries in the towns of Huntington and Smithtown on January 16, 2004 will host a breakfast to honor our Legislators.

Librarian Debra Formosa prepared a handout to explain to patrons where their donations go – “Thank You For Your Donations.”

The regular New York State Education Dept. Fire Safety Inspection was conducted in The Northport library the library was found to be in compliance except for some combustibles in the Main Utility Room and was asked to dispose of any unnecessary combustibles.

6) PERSONNEL REPORT

Mr. Martin moved to approve “B” New Employees in the Personnel Report as follows:

Karen Lyons, Page/Step 1, Youth Services, 12/26/03; Mary McNamara, Page/Step 1, Media, 11/26/03; Christina DeMartino, Seasonal Page/Step 3, Youth Services, 12/20/03-01/18/04; Heather Portnoy, Seasonal Page/Step 3, Youth Services, 12/20/03-1/18/04; Jordan VanBrink, Seasonal Page/Step 3, Media, 12/18/03- 01/18/04; Nicole Balinski, Seasonal Page/Step 2, Ref, 12/22/03/-01/12-04; Peter Giorgio, Seasonal Page/Step2, Ref, 12/18/03-01/18/04; Ashley Pattison, Seasonal Page/Step 2, Ref, 12/22/03-01/16/04; Matthew Petretti, Seasonal Computer Page/Step 3, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve “C” Resignations in the Personnel Report as follows:

Alexis Herzog, Page/Step 1, Youth Services, 11/20/03; Corinne Roth, Page/Step 1, Youth Services, 11/23/03; Sarah Henry, PT Librarian Trainee/27 credits, Youth Services, 12/20/03, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve “E” Other in the Personnel Report as follows:
Change of status, Cary Tiernan, Seasonal PT Library Clerk/Step 1, Accounting, 12/05/03-01/02/04, (Previously seasonal page; changed to seasonal PT library clerk to fill in for an employee on disability), seconded by Mrs. Carr and unanimously carried.

PERSONNEL REPORT ADDENDUM

Mrs. Carr moved to approve “E” Other in the Personnel Report Addendum as follows:

Transfer to Elwood Public Library, Laurie Murphy, Library Clerk/Step 3, Circulation, 01/02/04, seconded by Mr. Martin and unanimously carried.

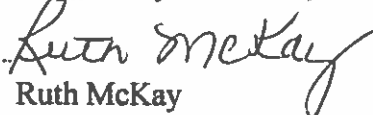
7) REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS
Mrs. McKay moved that the video AUTO FOCUS shall remain in the library Adult Video Collection, seconded by Mr. Little and unanimously carried.

9) UNFINISHED BUSINESS
CONTRACTS WITH UNSERVED DISTRICT
The Elwood Public Library will begin library service on January 2, 2004.

10) 90TH ANNIVERSARY CELEBRATION OF THE NORTHPORT-EAST
NORTHPORT PUBLIC LIBRARY PRESENTATION BY MARY
ELLEN MOLL AND JAMES OLNEY
Mr. Little moved to approve the 90th Anniversary project plans, seconded by Mrs. Carr and unanimously carried.

12) DATE OF NEXT MEETING
Thursday, January 15, 2004 at 10:00 AM, Regular Meeting to be followed by a work session on the 2004-2005 budget.

Respectfully submitted,


Ruth McKay
Secretary