

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of November 16, 2004 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held Tuesday, November 16, 2004 in the Board Conference Room of the Northport Library.

1) William Martin called the meeting to order at 10:30 AM. Also attending were Ruth McKay, C. Annette Carr, Elizabeth McGrail, Robert Little, Director Stephanie Heineman, Assistant Director Eileen Minogue, and Assistant Director James Olney.

Henry Graber of Graber & Co., library accountant, also attended.

2) MINUTES OF PREVIOUS MEETING

Mrs. McKay moved to approve the minutes of October 19, 2004 as amended, seconded by Mrs. McGrail and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

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

Mr. Little moved to accept the Auditor's Report on Examination, seconded by Mrs. Carr and unanimously carried.

B. Approval of warrants

Mrs. Carr moved to approve warrant for \$225,458.88, page 3488, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$174,602.43, page 3489, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$160,927.88, page 3490, seconded by Mr. Little and unanimously carried.

The Board accepted the payroll for the period ending:

October 22, 2004	page 1843	\$173,897.60
November 5, 2004	page 1844	166,911.82

C. Review of monthly expenditures and revenue

D. Review of statistical summary of Suffolk Web users

5) DIRECTOR'S REPORT

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

A Happy Birthday to Trustee Ruth McKay!

Director's Report continued:

Mrs. McGrail moved and Mr. Little seconded to have a rubber mold made from the bear in East Northport before it is taken down, then stored for up to five years by the molding company, and at the chosen time a cast will be made from the mold. Cost is estimated at \$11,500 plus \$500. a year for storing the rubber mold.

Much progress has been made working toward having all of the Suffolk Libraries' budget vote held on the same day. Five libraries in the Town of Huntington; Northport-East Northport, Half Hollow Hills, Harborfields, South Huntington and Huntington will vote on April 5.

Assistant Director James Olney has worked with the Technical Services and Circulation Department to set up a new DVD check out system.

The impressive packet included in the Agenda Packet clearly shows that the library is for everyone.

Mrs. Carr, Director Stephanie Heineman, Assistant Director Eileen Minogue, and Assistant Director James Olney attended a Trustee Workshop, "Trustees' Fiduciary Responsibilities and Ethical Trusteeship" on October 30, 2004 at SCLS.

6) PERSONNEL REPORT

Mrs. Carr moved to approve "C" Resignations in the Personnel Report, seconded by Mrs. McKay and unanimously carried. Page Attached

PERSONNEL REPORT ADDENDUM

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

8) SCLS TRUSTEE, TOWN OF HUNTINGTON

The Board signed the ballots for candidate Stuart D. Horowitz for Suffolk Cooperative Library System Trustee representing the Town of Huntington.

9) SUFFOLK COOPERATIVE LIBRARY SYSTEM PROPOSED 2005 BUDGET

Mr. Little moved to approve the 2005 SCLS Budget, seconded by Mrs. Carr and unanimously carried.

10) UNFINISHED BUSINESS

C. Library Courtyard

\$95,433 has been raised to date for the centennial courtyard project.

11) OTHER

The Library was open on Veterans' Day. A display was mounted in the lobby in honor of our veterans. There were no complaints.

12) DATE OF NEXT MEETING

Tuesday, December 14, 2004 at 10:30 – Regular Meeting

13) ADJOURNMENT

Mrs. McKay moved to adjourn the meeting at 11:43 AM, seconded by Mr. Little and unanimously carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'R. Little', is written over the typed name.

Robert Little
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
November 16, 2004

A. Salary Increase <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
B. New Employees <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
C. Resignations <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Melissa Voizard	PT Library Clerk/Step 2	Circulation – EN	10/10/04
D. Retirement <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
E. Other <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
November, 2004

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>
Brent Stahl	Page/Step 1	Youth Services	11/22/04
Patricia Welsh	Page/Step 3	Reference – EN	11/22/04

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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