

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of July 18, 2006 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held July 18, 2006 in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Ruth McKay, Chairperson, called the meeting at 10:45 AM. Also attending were J. Ronald Gaudreault, Robert Little, Elizabeth McGrail, Andrea Gladding, Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney

2) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of June 20, 2006 as amended, seconded by Mrs. McGrail and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

Approval of warrants

Mr. Gaudreault moved to approve warrant for \$114,186.31, page 3568, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$206,078.51, page 3569, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$4,680.00, page 3570, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$180,642.57, page 3571, seconded by Mr. Gaudreault and unanimously carried.

The Board accepted the payroll for the period ending:

June 30, 2006	page 1889	\$172,476.85
July 14, 2006	page 1890	180,642.57

4) COMMUNICATIONS

A card was received from Darcy and Bob Little when they were on their trip to Russia.

5) DIRECTOR'S REPORT

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

Officially welcomed the library's three new Trustees: J.Ronald Gaudreault and Andrea Gladding and congratulated Ruth McKay on her new term of office.

Director's Report (cont.)

Mr. Gaudreault moved, seconded by Mrs. Gladding and unanimously carried, to purchase a small ornamental tree to be planted on the hill of the courtyard with suitable stone work at the base in honor of C. Annette Carr's twenty-six years as Trustee to the Northport-East Northport Public Library.

Assistant Director James Olney reported on the status of the 2006 Northport High School Year Book in reference to replacing a page that had caused controversy in the community.

The strong working relationship and partnerships between the library, the school administration and staff and family in District 4.

Receiving a note from retiring Superintendent of Northport schools Dr. Bill Brosnan praising the library's administration.

Installation of a Literary Tutoring Kiosk on the mezzanine in the East Northport library turning empty space into an attractive useful area.

6) PERSONNEL REPORT

Mr. Little moved to approve "B" New Employees in the Personnel Report, seconded by Mrs. McGrail and unanimously carried.

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

Mr. Gaudreault moved to approve "E" Other in the Personnel Report, seconded by Mrs. Gladding and unanimously carried. Page attached

7) PERSONNEL REPORT ADDENDUM

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

Mrs. McGrail moved to approve "E" Other in the Personnel Report Addendum, seconded by Mr. Gaudreault and unanimously carried. Page attached

8) ADOPTION OF LIBRARY CREDIT CARD POLICY

Mrs. McGrail moved to adopt the Northport-East Northport Public Library Credit Card Policy, seconded by Mr. Gaudreault and unanimously carried. Page attached

9) ADOPTION OF LIBRARY ISSUED CELLULAR TELEPHONE USE POLICY

Mr. Gaudreault moved to adopt the Library Cellular Telephone Use Policy, seconded by Mrs. Gladding and unanimously carried. Page attached

10) ADOPTION OF LIBRARY PROGRAM REFRESHMENT POLICY

Mrs. Gladding moved to adopt the Northport-East Northport Public Library Program Refreshment Policy, seconded by Mr. Little and unanimously carried. Page attached

11) ADOPTION OF LIBRARY STAFF MEETING REFRESHMENT POLICY

Mr. Little moved to adopt the Library Staff Meeting Refreshment Policy, seconded by Mrs. McGrail and unanimously carried. Page attached

12) ADOPTION OF COMPUTER USE POLICY TO REPLACE INTERNET ACCESS POLICY

Mr. Gaudreault moved to adopt the Computer Use Policy to Replace Internet Access Policy, seconded by Mrs. Gladding and unanimously carried.

A. Revision of Staff Computer Use Policy

Mr. Gaudreault moved to adopt the Revision of Staff Computer Use, seconded by Mr. Little and unanimously carried.

B. Revision of Rules of Conduct

Mr. Little moved to adopt the Revision of Rules of Conduct, seconded by Mrs. McGrail and unanimously carried. 3 pages attached

13) NON-CONTRACT STAFF SALARIES

Mrs. McGrail moved to approve the Non-Contract Staff Salaries July 1, 2006 through June 30, 2009, seconded by Mr. Gaudreault and unanimously carried.

14) UNFINISHED BUSINESS

A. Library Courtyard

The Little Prince statue will be dedicated on September 16, 2006

B. Library Bear

The Director met with the carver of the East Northport Library bear. Mr. Frank Bono was in agreement with the library's plans to recast the bear. A campaign for funds to cover the expense will be unveiled at the East Northport Fair in the fall.

15) DATE OF NEXT LIBRARY BOARD MEETING

Thursday, August 17, 2006 at 10:00 AM Financial Only

16) ADJOURNMENT

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

Respectfully submitted,



Andrea Gladding  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
July 18, 2006

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Joseph Caselli*	Security Guard/Step 1	Security	06/26/06
*Nephew of resigning Caselli			

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Arthur Zapke	Page/Step 5	Reference – Npt	06/30/06
Maureen Comerford	PT Librarian I/Step 5	Reference Services	07/12/06
Joseph Caselli	Security Guard/Step 3	Security	06/26/06

**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**Promotion**

Janet Naideau (Presently part-time Librarian)	Librarian I/Step 1	Youth Services	07/03/06
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Louise Limbacher	Librarian II/Step 9	Youth Services	07/31/06
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**Seasonal Pages**

Eric Benish	Seasonal Page/Step 1	Local History	07/10/06 – 08/31/06
Kristin Holzmann	Seasonal Page/Step 1	Reference – EN	07/10/06 – 08/31/06

**PERSONNEL REPORT  
ADDENDUM**

Approval of the Following Personnel Matters  
July 18, 2006

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Kathryn Eisert	Page/Step 4	Youth Services	06/28/06

**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Promotion Cathy Robinson (Presently PT Library Assistant)	PT Librarian I/Step 2	Youth Services	07/24/06

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**LIBRARY CREDIT CARD POLICY**

Bank credit cards are not held by the library.

The library may obtain vendor credit when necessary. The library makes purchases for library-related service and program items through the proper authorization and establishment of these vendor accounts with individual suppliers.

Use of vendor credit is restricted to approved purchases and only by authorized staff members.

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**LIBRARY ISSUED CELLULAR TELEPHONE USE POLICY**

The Northport-East Northport Public Library administration will issue and oversee cellular telephones for administrative and/or emergency purposes. These cellular telephones are presently assigned to the following positions and/or locations: Director, Assistant Directors, Head of Buildings and Grounds, the library van, and each reference desk. Staff members are responsible for any damage or loss of library-issued cellular telephones and will be charged for their repair or replacement.

The use of library-owned cellular telephone equipment is reserved for library business. Incoming calls, emergency notifications, and all other calls of minimal duration and frequency, which cannot reasonably be made at another time, are permitted. If the total minutes used for business calls plus personal calls are greater than the service plan, the personal calls of a non-emergency nature must be reimbursed to the library at cost. Cellular service bills will be reviewed by administration to ensure appropriate use.

# **NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

## **LIBRARY PROGRAM REFRESHMENT POLICY**

Refreshments are served at selected Library programs. When planning refreshments for a program, Library staff should choose food and beverages which are economical and easy to serve. Food requiring minimal handling and simple clean-up is encouraged. The nutrition content and allergy potential of foods should also be considered.

Types of programs which include refreshments are as follows:

- When a reception is held to commemorate a special event or a special program.  
Examples: bookmark contest, end of a reading club, Newbery Club finale, gallery exhibit, birthday cake to celebrate a children's book character's anniversary as in Winnie the Pooh family program, a concert with a "meet-the-artists" reception.
- To attract a hard-to-reach audience for a program.  
Example: pizza for a teen book discussion.
- To provide an atmosphere conducive to discussion.  
Examples: New Mother's Discussion, Current Events series with Prof. D'Innocenzo, Short Story Central.
- To draw out a theme of a program.  
Example: a special snack represented by some aspect of the stories being told or discussed.
- An intermission for a lengthy workshop or program  
Examples: 3-hour babysitting workshop, 4-hour film & discussion program.
- Café treats may be used as incentives or prizes or to promote the café service.  
Examples: Summer Reading Club coupon, Halloween Parade coupon, discount coupon for seniors attending afternoon movies

N.B. It is important to note that approximately 80% of Library programs for adults and 90% of programs for teens and children do not include refreshments.



**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**LIBRARY STAFF MEETING REFRESHMENT POLICY**

Staff meetings held during those times which would normally encompass an employee's break time and/or lunchtime generally include a refreshment.

Meals and refreshment expenses will be authorized by Administration for the following meetings:

- General Staff Meetings (semi-annual)
- Page Appreciation Meetings (semi-annual)
- Annual Department Head Meeting
- Department Head Meetings (monthly)
- Staff Development Workshops (quarterly)
- Board Meetings (monthly)
- Other meetings as approved

## **Northport-East Northport Public Library Computer Use Policy**

The Board of Trustees of the Northport-East Northport Public Library recognizes that computers have become essential research and educational tools in carrying out the library's mission to facilitate and encourage the unrestrained pursuit and exchange of knowledge, experience and opinion. The Internet offers access to many valuable local, national and international sources of information. However, it is a fluid environment with the content and format of information constantly changing. Some information on the Internet may be inaccurate, incomplete, dated or offensive to some individuals. A knowledgeable information consumer must evaluate the validity and appropriateness of information found. Every library user benefits from expanded access to information beyond the walls of a library.

### **CONFIDENTIALITY**

The Trustees recognize the constitutional rights of individuals to decide what material to access on the Internet within the confines of their homes or other areas where there is an expectation of privacy. Patrons in the library also have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in a public setting. Users should be aware that the Internet is not a secure medium.

### **CHOOSING AND EVALUATING SOURCES**

The patron is responsible at all times for the appropriate use of library computers and the Internet. Library computers and the Internet are an extension of the reference and research function of the Northport-East Northport Public Library, subject to the professional role of librarians in guiding what the institution offers in accordance with community standards. The Internet is a series of communication linkages leading to a highly diverse array of information content. Library patrons use it at their own risk. The Northport-East Northport Public Library chooses sources to link to from its homepage after individually evaluating their content and educational value. Beyond this, the Northport-East Northport Public Library is not responsible for the content of the Internet, changes in content of the sources to which the home pages link or for the content of the sources accessed through secondary links. In an effort to assist users, the Northport-East Northport Public Library has created web sites for the general population, teens and children to help guide them to sources that provide them with a wealth of information on the local, national and global level. In addition, the Northport-East Northport Public Library provides training to assist patrons in using the Internet in a safe, effective and efficient manner. However, as with any reference source, the patron must ultimately determine the accuracy and appropriate use of the information obtained.

### **ACCESS BY MINORS**

Parents or legal guardians, not the Library or its staff, are responsible for library computer use and the Internet information selected and/or accessed by their child. Patrons under eighteen years of age require a parent's or legal guardian's signature on the Library Card Application for full Internet access. Parent's or legal guardian's may select Access

Level 3 for full Internet Access, Access Level 2 for filtered Internet Access, or Access Level 1 for filtered Internet Access with adult supervision. Computers for use by children are located in the Children's Room. Computers for use by patrons having completed fifth grade and who are not yet eighteen are available in the Teen Area. To address the issue of the safety and security of minors when using electronic mail, and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the Northport East Northport Public Library urges minors and their parents or legal guardians to review the safety guidelines posted at <http://www.suffolk.lib.ny.us/youth/parenting.html> under the heading titled "Internet Safety."

### **RULES GOVERNING USE**

- Use of the library's Internet access, both wired and wireless, indicates agreement with the Northport-East Northport Public Library's Computer Use Policy.
- The New York State Legislature in enacting New York's obscenity laws and numerous courts when interpreting such laws have recognized the existence of community standards when defining what material is obscene or of a sexually-offensive nature. The Board of Trustees seeks to place reasonable restraints on the public display or distribution of certain materials, which lack literary, artistic, political or scientific value.
- The Northport-East Northport Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. Not all sources provide accurate, complete or current information. Patrons may find some material controversial or inappropriate.
- The Library's computers shall not be used to display, print, transmit or distribute threatening material; expressions of bigotry, racism or hate; obscene or sexually explicit material; or material protected by trade secret.
- The Northport-East Northport Public Library is guided by the following American Library Association statements on access to information: *The Library Bill of Rights*, *The Freedom to Read*, *Interpretations of the Library Bill of Rights: Free Access to Libraries for Minors* and *Access to Electronic Information, Services, and Networks*.
- Patrons should respect the privacy of others by not attempting to modify or gain access to files, passwords or data belonging to others. Seeking unauthorized access to any computer, damaging or altering software components of any network or database is prohibited.
- Patrons using library computers must respect the privacy of other patrons using public access workstations by not interfering with their use.
- Refer to the Library's Policy on Confidentiality of Library Records for additional points on each user's right to privacy with respect to information sought or received and materials consulted, borrowed or acquired.
- Patron personal identification numbers (PINs) and passwords are confidential and must be safeguarded at all times. Patrons should log off to a point that requires a new logon or, when available, lock their desktop before leaving a computer unattended. PINs and passwords should not be shared with anyone.

- The library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone else with a wireless device and the appropriate software.
- The library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data resulting from connection to the library's network.
- Use of the Library's computers for commercial purposes is prohibited including but not limited to unsolicited advertising.
- Any use of the Library's computers for unlawful purposes is prohibited.
- Users may not copy or illegally download commercial software and must agree to abide by copyright law.
- Creation or installation of any virus, tracking software or destructive program is prohibited.
- Patrons are not permitted to change, add, or remove hardware or software. Tampering or altering library equipment is prohibited. Attempting to circumvent security or gain unauthorized access to any host, network, or computer located in the library or elsewhere is not permitted. Patrons may not interfere with normal service of any host, network, or computer by intentionally crashing, disrupting, or overloading its operation.
- The Library staff does not provide individual Internet instruction and presumes basic computer competence on the part of the patron.
- Library staff is not able to provide technical assistance and cannot guarantee that you will be able to make a wireless connection.
- Library computers are intended to be used by one person at a time. If necessary, two people may sit together and work on the same computer as long as they do not disturb the work of others.

The Board of Trustees of the Northport-East Northport Public Library reserves the right to change this policy at any time and you are advised to check with the library periodically for any changes. Your continued use of the library's computers will constitute your acceptance of such changes. The Library also reserves the right to terminate a patron's use if that individual is in violation of this policy.

Adopted 7/06