

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of June 14, 2007 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held Thursday, June 14, 2007, at 10:03 AM in the Board Conference Room.

1) Chairperson Ruth McKay called the meeting to order at 10:03 AM. Also attending were Andrea Gladding, Elizabeth McGrail, Robert Little, Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney.

J. Ronald Gaudreault was absent with prior notice.

2) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of May 17, 2007 as amended, seconded by Mrs. McGrail and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 83,629.94, page 3614, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 2,317.94, page 3615, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 184,168.82, page 3616, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 11,033.00, page 3617, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 2,890.00, page 3618, COURTYARD FUND, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 148,199.31, page 3619, seconded by Mrs. McGrail and unanimously carried.

The Board accepted the payroll for the period ending:

May 18, 2007	Page 1917	\$ 176,643.01
June 01, 2007	Page 1918	173,612.47

4) DIRECTOR'S REPORT

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

The successful Legislators Breakfast held at Harborfield Public Library in Greenlawn on May 18, 2007 with the theme of *Libraries and Legislators Change Lives*.

Library Director thanking New York State Senator John J. Flanagan at the Smithtown Library on June 7 for the funds given the Suffolk libraries from the State.

Printing on the book pockets to instruct patrons on services available under View Your Own Record from our website.

New York Times article May 20, 2007: *A Childhood Issue? Ask a Librarian*.

5) 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 Mrs. Gladding and unanimously carried. Page attached

PERSONNEL REPORT ADDENDUM

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

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

A letter of resignation was received from Susan Berger, Account Clerk/Step 1, Accounting Department.

6) UNFINISHED BUSINESS

A. Bring Back the Bear Campaign

Campaign continues to go forward.

B. Scudder Avenue Book Drop

Library is waiting for the Village to complete their changes on the street.

C. Special District Article – Newsday

All Suffolk Libraries have submitted the requested information to Newsday through SCLS.

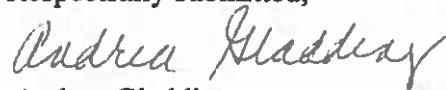
D. Bridge Restoration Project

Letters of Intent have been sent to J. Anthony Enterprises, Inc and Kevin Anderson Electric. Four pages attached

- 8) DATES OF NEXT LIBRARY BOARD MEETINGS
Thursday, July 12, 2007, 10:30 AM - Reorganization Meeting
11:00 AM- Regular Board Meeting
12:00 PM – Staff Appreciation Ceremony

9) ADJOURNMENT
Mr. Little moved to adjourn the meeting at 11:07 AM, seconded by Mrs. Gladding and
unanimously carried.

Respectfully submitted,



Andrea Gladding
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
June 14, 2007

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>
Jennifer Rocks	Page/Step 1	Youth Services – Npt	06/04/07
Kathryn Murphy	Page/Step 1	Youth Services – Npt	06/04/07
Brendan Dwyer	Page/Step 1	Youth Services – Npt	06/06/07

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
John Cahill	Page/Step 4	Computer Services	05/22/07
Santa Wolanczyk	Page/Step 2	Reference – Npt	06/02/07
Susan Berger	Account Clerk/Step 1	Accounting	06/08/07

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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**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
June 14, 2007

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>
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Briana Azzarelli	Page/Step 1	Youth Services	06/18/07
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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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Andrew Bikowski	Seasonal Page/Step 2	Reference – EN	06/25/07 – 08/31/07
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May 17, 2007

J. Anthony Enterprises, Inc.
770-3 Broadway Avenue
Holbrook, NY 11741



Beatty, Harvey & Associates, LLP

3 EAST 28TH STREET
NEW YORK, NY 10016
P 212 213 1339 F 212 213 1104

127 EAST MAIN STREET
RIVERHEAD, NY 11901
P 631 208 9655 F 631 208 9656

www.bha-architects.com

LETTER OF INTENT / NOTICE TO PROCEED
NORTHPORT PUBLIC LIBRARY
ENTRANCE BRIDGE REPAIRS
CONTRACT NO.1 – GENERAL CONSTRUCTION

In accordance with Public Bid Notice and the Contract Documents, the Board of Trustees of the Northport – East Northport Public Library has resolved to award the contract for **Contract No.1** to **J. Anthony Enterprises, Inc.** for the base bid amount of **\$120,000.00.**

The Owner, in accordance with the Contract Documents, makes this award as stipulated in the Contract Documents.

Therefore, this letter is being issued to you as a Letter of Intent to Enter into a Contract and Notice to Proceed with Contractual Obligations for the above referenced Project as a result of the March 29th, 2007 bid opening. While this letter is the official Notice to Proceed, it does not convey, consent or authorize any on-site activity until Bond instruments and evidence of specified insurance coverage is submitted and accepted, consistent with the requirements of the Documents. In addition no on-site activity will be authorized until directed by the owner.

Pursuant to this Letter of Intent / Notice to Proceed, you are to prepare your submissions and forward to the Architect as stipulated in the Documents. Please review the Documents to ascertain your submittal requirements. For your general reference, the following are due immediately:

1. Performance and Payment bonds issued in triplicate on AIA Documents A312, (latest edition). Other forms will NOT be accepted.
2. Certificates of Insurance evidencing coverage's required by specifications, including additional insured's named on the certificate. Additional insured shall be as follows:
 - a. Northport – East Northport Public Library
 - b. Beatty, Harvey & Associates, architects, LLP
3. Four (4) copies of this Letter of Intent / Notice to Proceed, Originally Signed, Witnessed and Sealed.

This Letter of Intent / Notice to Proceed shall serve as your interim contractual commitment and authority effective immediately, thereby permitting you to initiate the Bonding and Insurance process.

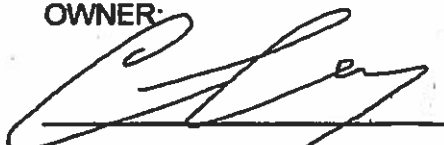
Please note, your authorization to mobilize and start work onsite is wholly dependent upon submission of bonds and insurance in total compliance with the Contract Documents. In the event your start onsite is delayed due to unacceptable bonds or insurance, the Contract time will not be extended.

Please execute and date four (4) copies of this Letter of Intent / Notice to Proceed and forward three (3) copies to the Architect within (2) calendar days of receipt.

Please retain one copy for your records.

We look forward to working with you on this Project.

OWNER:



Beatty, Harvey & Associates
acting as Agents for and on behalf
of the Owner

Acknowledged and Agreed by:

President

Date

Witness

Witness

Date

5/17/07

SEAL

cc: Stephanie Heineman, Director, Northport - East Northport Public Library
Eileen Minogue, Assistant Director, Northport - East Northport Public Library
James Olney, Assistant Director, Northport - East Northport Public Library

May 17, 2007

Kevin Anderson Electric
8 Maplewood Drive
Northport, NY 11768



Beatty, Harvey & Associates, LLP

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LETTER OF INTENT / NOTICE TO PROCEED
NORTHPORT PUBLIC LIBRARY
ENTRANCE BRIDGE REPAIRS
CONTRACT NO.2 - ELECTRICAL

In accordance with Public Bid Notice and the Contract Documents, the Board of Trustees of the Northport – East Northport Public Library has resolved to award the contract for **Contract No.2** to **Kevin Anderson Electric** for the base bid amount of **\$17,074.80**.

The Owner, in accordance with the Contract Documents, makes this award as stipulated in the Contract Documents.

Therefore, this letter is being issued to you as a Letter of Intent to Enter into a Contract and Notice to Proceed with Contractual Obligations for the above referenced Project as a result of the March 29th, 2007 bid opening. While this letter is the official Notice to Proceed, it does not convey, consent or authorize any on-site activity until Bond instruments and evidence of specified insurance coverage is submitted and accepted, consistent with the requirements of the Documents. In addition no on-site activity will be authorized until directed by the owner.

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5/17/07

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cc: Stephanie Heineman, Director, Northport - East Northport Public Library
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