

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of January 21, 2010 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, January 21, 2010 in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 11:17 AM. Also attending were Ruth McKay, Patricia Flynn, Andrea Gladding, Robert Little, Director Eileen Minogue and Assistant Director James Olney.

2) MINUTES OF PREVIOUS MEETING

Mrs. McKay moved to approve the minutes of December 15, 2009 as amended, seconded by Mrs. Gladding and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McKay moved to approve warrant for \$ 257,853.36, page 3745, seconded by Mrs. Gladding and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 20,423.01, page 3746, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 194,207.74, page 3747, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 80,640.25, page 3748, seconded by Mrs. Gladding and unanimously carried.

The Board accepted the payrolls for the period ending:

December 24, 2009	Page 1987	\$192,997.64
January 08, 2010	Page 1988	183,479.97
January 08, 2010	Page 1989	18,911.95

B. Review of monthly expenditures

C. Review of statistical summary

4) COMMUNICATIONS

Reference librarian Anne Cummings submitted her notice of resignation effective February 1, 2010.

Jane Froman requested the use of the library for a yoga class.

Russell C. Vollmer, Vollmer-Adair Agency, Inc. explained in a letter why the library should not permit yoga lessons in either of its buildings.

5) DIRECTOR'S REPORT

The Director's report was given orally. In addition to the packet mailed in advance the report contained the following Library service area highlights:

ACCOUNTING - Department is fully staffed again with Helen Farrell returning to allow Anne Gelabert to train on new responsibilities.

ADULT SERVICES - The new Cinema Arts Centre Film/Discussion Series drew 40 patrons, a program recommended by a patron.

ADMINISTRATION - In addition to the budget document preparation Claire Sarser has supervised the records disposition of files brought from the 163 storefront storage, and trained new part-time staff member Sue Behrandt. A dual-prong initiative toward public relations for our budget issue newsletter has been launched. It incorporates third-party endorsements by patrons who are responding to our request for comments on how the library changes their life, as well as serving as a tool to gain insight into patron use of various services.

BUILDINGS & GROUNDS - The new chair closet in the East Northport meeting room has been completed; preparing RFP's for landscaping maintenance to specify an organic approach; hiring an outside contractor that specializes in tile floor cleaning for all of the library's high traffic restrooms to maintain our high standard of cleanliness.

CIRCULATION - The transport of 1.2 million items by the Suffolk Cooperative Library System is a strong reflection of the increased demand through electronic patron-placed holds.

COMMUNITY SERVICES - The new Adult Book Discussion Group, Page Turners, drew an engaged crowd of 31 readers. Our listserve program notification can now be subscribed to through our web page.

COMPUTER SERVICES - A donation link incorporating the e-commerce module that invites monetary patron donations through credit cards on line has been added to the library website.

EAST NORTHPORT - The return of our full-time custodian, Joe Tolentino, has brought back the ability to address the many daily maintenance items that keep the building running smoothly

LOCAL HISTORY - An inventory of archive materials, including maps, has been completed by the department. Barbara Johnson has volunteered to carry on the responsibilities of stocking the East Northport train station for our Read, Ride, Return outreach service which remains very popular.

NETWORK & SYSTEMS - The Department has been greatly impacted by the two-days-per-week through May grand jury summons of Jesse Reinard. Only with the return of two college-age pages on winter recess have the network needs been addressed. Department Head Anthony Martocello was a presenter at a County Technology Information Forum on developing in-house technology solutions.

PALS/TECH SERVICES - A list was generated of uncirculated videos which was used for discarding. This has provided space for the growing DVD collections. Popular TV series will now be easily identified through contrasting spine-label stickers.

YOUTH SERVICES - Information gained from the Fall Series program registration has inspired an improved monthly registration process.

6) PERSONNEL REPORT

Mr. Little moved to approve "A Salary Increase" in the Personnel Report, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve "C Resignations" in the Personnel Report, seconded by Mrs. Gladding and unanimously carried. Two pages attached

PERSONNEL REPORT ADDENDUM

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

7) APPROVAL TO PRESENT PROPOSED LIBRARY BUDGET 2010/2011 TO THE COMMUNITY ON APRIL 13, 2010

Mrs. Flynn moved to approve presenting the proposed library budget 2010/2011 to the community on April 13, 2010, seconded by Mr. Little and unanimously carried.

8) PERIOD FOR PUBLIC EXPRESSION

9) UNFINISHED BUSINESS

10) OTHER BUSINESS

11) DATES OF FUTURE MEETINGS

Thursday, February 18, 2010	10:00 AM	Regular Board Meeting
Tuesday, March 16, 2010	6:00 PM	Regular Board Meeting
Tuesday, March 16, 2010	7:30 PM	Public Information Meeting

Mrs. McKay moved to go into Executive Session, seconded by Mr. Little and unanimously carried.

12) ADJOURNMENT

Mrs. Flynn moved to leave Executive Session, return to regular meeting and adjourn, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,

Ruth McKay
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
January 21, 2010

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Marilyn Barker	Café Worker/Step 7	Community Services	01/04/10
Joyce Bernat	Café Worker/Step 20+3	Community Services	01/04/10
Rose Boccia	Café Worker/Step 12	Community Services	01/04/10
Florence Gorman	Café Worker/Step 13	Community Services	01/04/10
Jill Krahel	Café Worker/Step 11	Community Services	01/04/10
Jill Kuehn	Café Worker/Step 11	Community Services	01/04/10
Kathleen O'Sullivan	Café Worker/Step 8	Community Services	01/04/10
Caroline Prisco	Café Worker/Step 13	Community Services	01/04/10
John Souto	Café Worker/Step 16	Community Services	01/04/10
Dominick Tripolone	Café Worker/Step 11	Community Services	01/04/10
Dorothy Windus	Café Worker/Step 12	Community Services	01/04/10
Elizabeth Allacco	Page/Step 4	Youth Services – EN	01/04/10
Ryan Baez	Page/Step 4	Youth Services – Npt	01/04/10
Christine Biancavilla	Page/Step 2	Youth Services – EN	01/04/10
Marissa Blaszczyk	Page/Step 2	Computer Services	01/04/10
Andrew Bloecker	Page/Step 2	Adult Services – EN	01/04/10
James Carson	Page/Step 2	Computer Services	01/04/10
James Cavallaro	Page/Step 9	Computer Services	01/04/10
Jessica Connors	Page/Step 2	Circulation Services	01/04/10
Joseph D'Accordo	Page/Step 4	Computer Services	01/04/10
Carla D'Amore	Page/Step 4	Circulation Services	01/04/10
Jake Everdean	Page/Step 4	Computer Services	01/04/10
Amanda Failla	Page/Step 2	Youth Services – EN	01/04/10
Victoria Galasso	Page/Step 3	Circulation Services	01/04/10
Gabrielle Gatto	Page/Step 2	Youth Services – Teen	01/04/10
Samantha Gross	Page/Step 9	Adult Services – Npt	01/04/10
Darla Gutierrez	Page/Step 12	Youth Services – Npt	01/04/10
Frederick Hansen	Page/Step 15	Adult Services – EN	01/04/10
Megan Hartough	Page/Step 2	Adult Services – EN	01/04/10
Michael Healy	Page/Step 3	Youth Services – EN	01/04/10
Bionca Hinton	Page/Step 4	Youth Services – Npt	01/04/10
Benjamin Kramer	Page/Step 3	Computer Services	01/04/10
Brian Lambert	Page/Step 4	Computer Services	01/04/10
Todd Latchford	Page/Step 2	Circulation Services	01/04/10
Charlotte Latuso	Page/Step 5	Circulation Services	01/04/10
Ruby Lindberg	Page/Step 2	PAL/Tech Services	01/04/10
Jessica Luning	Page/Step 6	Adult Services – EN	01/04/10
Caitlyn Maceli	Page/Step 4	Circulation Services	01/04/10
Samantha Miller	Page/Step 7	Circulation Services	01/04/10
Mary Ann Morrisroe	Page/Step 14	Adult Services – EN	01/04/10
Ryan Mortimer	Page/Step 2	Youth Services – Npt	01/04/10
Elizabeth Murphy	Page/Step 2	Youth Services – Npt	01/04/10
Kathryn Murphy	Page/Step 6	Youth Services – Npt	01/04/10

A. Salary Increase (continued)

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Kristin Murphy	Page/Step 2	Circulation Services	01/04/10
Sara Norovzieh	Page/Step 2	Computer Services	01/04/10
Lisa Olivieri	Page/Step 6	Youth Services – Npt	01/04/10
Courtney Oswald	Page/Step 6	Youth Services – EN	01/04/10
Brittany Pagnotta	Page/Step 4	Circulation Services	01/04/10
Andrew Pearlman	Page/Step 7	Adult Services – EN	01/04/10
Julie Pollard	Page/Step 8	Youth Services – EN	01/04/10
Jessica Raguzin	Page/Step 3	Circulation Services	01/04/10
James Reiss	Page/Step 6	Computer Services	01/04/10
Mary Jane Ritter	Page/Step 15	Adult Services – Npt	01/04/10
Theodore Robinson	Page/Step 4	Youth Services – EN	01/04/10
Miriam Roth	Page/Step 20+2	PALS/Tech Services	01/04/10
Justine Rotondo	Page/Step 7	Adult Services – Npt	01/04/10
Nicole Schindel	Page/Step 2	Computer Services	01/04/10
Annopa Singh	Page/Step 4	Youth Services –Npt	01/04/10
Paulina Stewart	Page/Step 4	Youth Services – Npt	01/04/10
Erin Tighe	Page/Step 6	Local History	01/04/10
Ashley Trainor	Page/Step 6	Adult Services – EN	01/04/10
Jessica Wallin	Page/Step 10	Youth Services –E N	01/04/10
Kerry Walsh	Page/Step 8	Computer Services	01/04/10
Victoria Walters	Page/Step 6	Circulation Services	01/04/10
Cathyjean Van Dyke	Page/step 4	Youth Services – Npt	01/04/10
Patricia Welsh	Page/Step 11	Adult Services	01/04/10

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>
Anne Cummings	PT Librarian I/Step 7	Adult Services	02/01/10

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
January 21, 2010

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>
-------------	----------------------------------	-------------------	-----------------------

Andrea Graham	Librarian I/Step 1	Youth Services	02/16/10
---------------	--------------------	----------------	----------

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

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>
-------------	----------------------------------	-------------------	-----------------------