

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of May 20, 2010

Approved

The regular monthly meeting of the Northport-East Northport Public Library was held on Thursday, May 20, 2010 in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:10 AM . Also attending were Patricia Flynn, Andrea Gladding, Robert Little, Director Eileen Minogue and Assistant Director James Olney. Ruth McKay was absent with prior notice.

Also attending was Douglas McNally, library counsel.

Mrs. Gladding moved to go to Executive Session to discuss staff salary negotiations with Douglas McNally, seconded by Mrs. Flynn and carried.

Mr. Little moved to go out of Executive Session and return to the Regular Meeting, seconded by Mrs. Gladding and unanimously carried.

2) MINUTES OF PREVIOUS MEETING

Mrs. Gladding moved to approve the minutes of April 15, 2010 as amended, seconded by Mrs. Flynn.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mr. Little moved to approve warrant for \$ 327,540.64, Page 3758, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 219,795.84, Page 3759, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 166,473.06, Page 3760, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 199,343.75, Page 3761, seconded by Mrs. Gladding and unanimously carried.

The Board accepted the payrolls for period ending:

April 16, 2010	Page 1996	\$ 182,527.92
April 30, 2010	Page 1997	185,344.84
May 14, 2010	Page 1998	187,663.90

B. Review of Monthly expenditures

C. Review of statistical summary

4) COMMUNICATIONS

Dove Thomas, visitor to the April Board Meeting, thanked Director Eileen Minogue, Assistant Director James Olney and the Board of Trustees for "allowing me to observe your meeting last week."

Ms. Elizabeth Sigona, Manager of the new TD bank on the corner of Fort Salonga Road and Waterside Avenue, informed the library of the Grand Opening on May 22, 2010.

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.

ADMINISTRATION – Suffolk County grant documents for current and upcoming fiscal years of \$3,000 each were addressed. Staff development, through two EAP workshops on Active Listening, were conducted. Our UTICA insurance annual walkthrough was conducted successfully on May 7. Reports of check fraud hitting a couple of fire districts and libraries were investigated. Administration contacted our bank to address our safeguards through First National Bank of Long Island to prevent this from occurring to our account. Tom Bocard, a Town of Huntington representative for General Services, will look into the East Northport baseball fields safety nets.

ADMINISTRATION ASSISTANT – A FOIL request from New York State United Teachers for staff titles and scales, one which the library had received in the past, has been complied with. Their interest is seeking new clients.

BUILDINGS & GROUNDS – Work at East Northport Café and staff lounge continues. New circulation desk shelving was completed as well as a proposal for a "patron-requested window tinting".

CIRCULATION – New cassette adapters will offer patrons service to accommodate the use of playaways and CD books in their cars. Use of new hard bins to replace soft bags from the Suffolk Cooperative Library System to transport materials have been implemented.

LOCAL HISTORY/CLIENT SERVICES – The library's partnership with the Northport Historical Society on both oral histories and research and collection development has been beneficial to this mostly volunteer agency. The new TD Bank's request for assistance will result in a historical mural being depicted in their building.

COMMUNITY SERVICES – The required Food Worker Certification classes in Yaphank are being attended by all café staff. Consultative work on new café menu boards for East Northport is being done with patron who designed those in Northport.

COMPUTER SERVICES – Staff training on Social Networking was well attended and valuable.

NETWORK & SYSTEMS – Museum passes for Hecksher Museum, Old Westbury Gardens and the Intrepid have been purchased. Research, evaluation and selection of a filtering component on all computer workstations including staff and adult, will protect our network against Spyware and vulnerability.

YOUTH SERVICES – The new Storytime Backpacks are circulating to patrons. The new Little Prince corner display is complete to enhance patrons' learning about this classic work.

ADULT SERVICES – Two staff-developed County Topic Guides on Art and Veterans have been approved and are available for patron use. Text-A-Librarian Reference Service Training is being held. The Times Record has been publishing the newly developed Readers Advisory public relations/marketing graphic. A second library science intern is being supervised on readers' advisory projects.

A bookmark is being considered stating that food and beverages brought from the outside are not to be eaten or drunk in the library.

6) PERSONNEL REPORT

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

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

One page attached

7) DATES OF FUTURE MEETINGS

Thursday, June 17, 2010, 10:00 AM – Regular Board Meeting
(Meeting to be held at the East Northport Building)

Thursday, July 15, 2010, 10:00 AM – Annual Reorganizational Meeting
11:00 AM – Regular Board Meeting
12:00 PM – Staff Recognition Ceremony

8) ADJOURNMENT

Mr. Little moved to adjourn at 2:25 PM, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,

Ruth McKay / *EA*

Ruth McKay
Secretary

PERSONNEL REPORT
 Revised
Approval of the Following Personnel Matters
May 20, 2010

A. Salary Increase
Name

Position & Grade/Step

Department

Effective Date

B. New Employees
Name

Position & Grade/Step

Department

Effective Date

Michael Collarini
 Genevieve Spuhler

Security Guard/Step 1
 Page/Step 1

Security
 Youth Services – Npt

05/21/10
 06/07/10

C. Resignations
Name

Position & Grade/Step

Department

Effective Date

D. Retirement
Name

Position & Grade/Step

Department

Effective Date

E. Other
Name

Position & Grade/Step

Department

Effective Date

Briana Azzarelli
 Andrew Cowie
 Michael Kiley
 Suzanne Voizard
 Peter Zuchowski

Seasonal Page/Step 5
 Seasonal Page/Step 4
 Seasonal Page/Step 6
 Seasonal Page/Step 5
 Seasonal Page/Step 3

Youth Services – EN
 Youth Services – Npt
 Youth Services – EN
 Adult Services – EN
 Network & System Svc

06/14/10 – 08/31/10
 06/14/10 – 08/31/10
 06/14/10 – 08/31/10
 05/21/10 – 08/31/10
 05/21/10 – 08/31/10

Salary Adjustment

Kathryn Murphy

Page/Step 5

Youth Services – Npt

01/04/10