

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of November 18, 2010

Approved

The regular monthly meeting of the Northport-East Northport Library was held on Thursday, November 18, 2010, in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Andrea Gladding called the meeting to order at 10:04 AM. Also attending were Ruth McKay, Elizabeth McGrail, Robert Little, Director Eileen Minogue and Assistant Director James Olney.

Patricia Flynn was absent with prior notice.

Tong Wu, library accountant of Bayside CPA PLLC, presented her Auditor's Report on Examination.

EXECUTIVE SESSION

Mrs. McGrail moved to leave the Regular Meeting and go into Executive Session to discuss staff contract, seconded by Mrs. McKay and unanimously carried.

Mr. Little moved to leave the Executive Session and return to the Regular Meeting, seconded by Mrs. McGrail and unanimously carried.

Mrs. McKay moved to accept the contract made by and between the Board of Trustees of the Northport-East Northport Public Library and the Staff Association of the Northport-East Northport Public Library effective July 1, 2010 – June 30, 2013, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve the Northport-East Northport Public Library Non-Contract Staff Salaries effective January 1, 2011, seconded by Mrs. McGrail and unanimously carried.

2) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of October 14, 2010 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

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

Based on the library accountant's recommendation the library will submit a revised affidavit pursuant to the 2010 Retirement Incentive Program to fund the program in one (instead of five) annual payments the amounts of which shall be determined by the Retirement System Actuary, the first payment for which is due February 1, 2012.

B. Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 290,282.49, page 3778, seconded by Mr. Little and carried.

Mr. Little moved to approve warrant for \$ 74,325.92, page 3779, seconded by Mrs. McGrail and carried.

Mrs. McGrail moved to approve warrant for \$ 223,824.88, page 3780, seconded by Mr. Little and carried.

Mr. Little moved to approve warrant for \$ 205,268.76, page 3781, seconded by Mrs. McGrail and carried.

The Board accepted the payrolls for period ending:

October 15, 2010	Page 2009	\$ 185,652.36
October 29, 2010	Page 2010	196,818.63
November 12, 2010	Page 2011	186,472.48

C. Review of monthly expenditures

D. Review of statistical summary

4) COMMUNICATIONS

A card was received from Mrs. Ellen Acosta stating that it was "with great pride that I read about the prestigious ranking of the Northport-East Northport Library."

5) DIRECTOR'S REPORT

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

Accounting -The annual audit adjustments have been applied providing accurate reflection of expenditures for current fiscal year.

Administration - Phase II of the Northport Media move resulted in improved lighting and increased accessibility for patrons. An EAP Workshop for Department Heads involved a team-building activity, C Squares, which provided a shared, enlightening experience that demonstrated indelibly the dynamics of our own internal management team. The SCLS Trustee Workshop on Strategic Planning and the LILRC 19th Annual Conference on Libraries and the Future were attended and set the stage for our administrative initiative for 2011 to develop a long-range plan involving both patrons and staff.

Buildings & Grounds - The Northport Teen Center was enhanced by the custom creation of a faux projection screen to display movies and interactive games and computer presentations.

The bridge connection to the sidewalk separated creating a trip hazard. It was resolved through installing a concrete saddle to level the joints.

Circulation - Non-fiction media saw large circulation increases. Efforts to encourage patrons to share their email addresses (18,000) paves the way to connect with their busy mobile lives.

Community Services - The library's role of educating patrons to help them make more informed decisions regarding their health was evidenced through the successful six week Smoking Cessation Workshop; a patron recently shared that her spouse was still smoke-free and credited the library for this achievement.

East Northport - The Branch welcomed Nancy Morcerf as their new leader, and she has made the transition by seeking feedback from patrons and input from staff.

Local History - The library participated in Huntington History Day, October 1, featuring a display on the LIRR history in our community and networked with more than 15 other Huntington local history repositories.

Network & Systems - Collaborated with PALS/Tech Services to research, select and implement dedicated networked label printers which impact virtually all materials in our collection.

Youth Services - Our library has sponsored a team of home-schooled patrons with the national chapter of Odyssey, a multi-disciplinary competition to foster creativity, teamwork and imagination among our community's youth.

A program on the relevant and critical topics of cyberbullying drew 39 attendees including school administrators, parents and teens which stimulated valuable discussions well beyond the program's conclusion.

6) PERSONNEL REPORT

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

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

7) SCLS ELECTION OF TRUSTEE TO REPRESENT TOWN OF HUNTINGTON
The Board of Trustees of the Northport-East Northport Public Library signed a ballot to appoint Cheryl Gabrielli to the SCLLS Board of Trustees representing the Town of Huntington.

8) PERIOD OF PUBLIC EXPRESSION

9) LIPA PROPERTY TAX LAWSUIT
Mrs. Gladding received a letter from Town of Huntington Supervisor Frank P. Petrone advising her that the "Town of Huntington has established a LIPA Assessment Advisory Committee and would like the Northport-East Northport Public Library to appoint a member to the Committee." The Board appointed Director Eileen Minogue as library representative to this committee.

10) UNFINISHED BUSINESS

11) OTHER BUSINESS

12) DATES OF FUTURE MEETINGS

Thursday, December 16, 2010	10:00 AM	Regular Board Meeting
Thursday, January 20, 2011	10:00 AM	Budget Work Session
	11:00 AM	Regular Board Meeting

13) ADJOURNMENT

Mr. Little moved to adjourn at 12:28 PM, seconded by Mrs. McGrail.

Respectfully submitted,



Patricia Flynn
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
November 18, 2010

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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Olivia Calandra	Page/Step 1	Youth Services	11/22/10
Gabrielle Mikorenda	Page/Step 1	Youth Services	11/22/10
Christine Condon	Page/Step 1	Youth Services	12/01/10

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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Promotion			
Michelle Epstein	Librarian III, Head of Adult Services/Step 14	Adult Services	11/22/10

Request for Leave			
June White	PT Library Clerk/Step 18	PALS/Tech Services	11/10/10