

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of March 20, 1997

The regular monthly meeting of the Board of Trustees was held on March 20, 1997 in the Northport Library.

Michael Glennon called the meeting to order at 7:00 p.m. Also attending were Stuart Goldblatt, Elizabeth McGrail, C. Annette Carr, Ruth McKay, Director Stephanie Heineman and Assistant Director Eileen Minogue.

Douglas McNally, library counsel, also attended.

MINUTES OF PREVIOUS MEETING

Mrs. McKay moved to approve the minutes of February 12, 1997 as presented, seconded by Mr. Goldblatt and unanimously carried.

FINANCIAL SECRETARY & TREASURER'S REPORT

Mr. Goldblatt moved to approve warrant for \$122,443.33, page 2533, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$69,892.00, NORTHPORT BUILDING FUND, page 2534, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$6,185.00, EAST NORTHPORT BUILDING FUND, page 2535, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant for \$28,087.42, EAST NORTHPORT BUILDING FUND, page 2536, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$89,149.71, page 2537, seconded by Mrs. MCGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$50.00, page 2538, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant for \$74,405.39, page 2539, seconded by Mrs. McKay and unanimously carried.

Mrs. MCKay moved to approve warrant for \$137,575.50, EAST NORTHPORT BUILDING FUND, page 2540, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$38,035.97, NORTHPORT BUILDING FUND, page 2541, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant for \$1,090.00, CAPITAL RESERVE FUND, page 2542, seconded bay Mrs. McKay and unanimously carried.

Mrs. McGrail moved to approve warrant for \$101,411.00, NORTHPORT BUILDING FUND, page 2548, seconded by Mr. Goldblatt and unan-
imously carried.

Mr. Goldblatt moved to approve warrant for \$50.00, NORTHPORT BUILDING FUND, page 2549, seconded by Mrs. McKay and unanimously carried.

The Board accepted the payroll for the period endng:

February 21, 1997	page 1537	\$87,255.03
March 7, 1997	page 1538	87,421.04

COMMUNICATIONS

Communications were received from:

General Harold F. Leschziner, enclosing a check thanking the library for the videos.

Carol Deakins about the "rude" reception she, her husband and daughter had received at the circulation desk.

Megan Sala thanking Mrs. Minogue and the staff for "graciously allowing me to tour your facilities for a library class project."

DIRECTOR'S REPORT

The Director informed the Board that:

She and Mrs. Minogue have chosen Doris Gebel, the most qualified candidate, as Coordinator of Children's Services.

Michael Conte of ER&M, is working with the Director and Assistant Director on a building update to be mailed to the community in mid April.

The East Northport furniture plan is now being fully developed in preparation for bidding.

The building program is exciting and progressing on schedule.

In April the Board will tour the East Northport site.

At Northport the Departments are preparing to move collections and equipment into storage. Fred DeGeorge is working with the Department Heads. The storage room will be cleaned out first.

PALS - Innovative Interface System - patrons are getting accustomed to the new system. The system itself is wonderful, and we are working on a modified due system.

The library hosted a sandwich and soda lunch for the staff in appreciation of all their hard work on implementing our new Innovative system.

Angela Richards and Nancy Morcerf are working on obtaining a vendor to install computer cabling in the new East Northport library building.

Suffolk Net, the graphical interface of Suffolk Web, is available. We are releasing it to our Netwalk Users Group for testing before making it available to the rest of the community.

The Home Page is being fine-tuned and is almost ready to go.

Director's Report (cont.)

Mrs. Minogue has planned a staff development program on stress management conducted by EAP for the staff on March 25, 1997.

The Director, Assistant Director, Fred DeGeorge, Todd Harvey and Kristen Tesssar met with Police Chief Howard and Northport Village Traffic and Safety official Joe Correia, regarding a crosswalk across Laurel Avenue and parking spaces for the disabled. A proposal is being prepared to send to the Village Board.

The budget vote is to be held on April 8, 1997.

PERSONNEL

Mrs. Carr moved to approve "A" Salary Increases in the Personnel Report as follows:

Anthony Brunoni, page/step 2, Ref, 3/20/97; Erin McConnell, page/step 3, Ref, 3/12/97; Elissa Theiss, page/step 3, Children's 3/5/97; Christine Thompson, page/step 3, Children's, 3/5/97, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve "B" New Employees in the Personnel Report as follows:

Sabiha Jivanjee, page/step 1, Children's, 3/8/97; Doris Gebel, Children's Services Department Head, 5/10/97, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve "E" Other - Approval of Civil Service Position in the Personnel Report as follows:

Library Clerk, Grade 2, Administrative Services, 3/20/97 to be filled by Claire Sarser, grade 2/step 5, Upon Civil Service Appointment, (upgrade from p-t Library Clerk to f-t Library Clerk, seconded by Mrs. McGrail and unanimously carried.

NEW BUSINESS:

Mrs. McGrail moved to institute the following Resolution:

RESOLUTION

**FIRST AID LIBRARY POLICY
WORKERS COMPENSATION - MINOR EMPLOYEE INJURIES**

In the event an employee of the Northport-East Northport Public Library should incur an injury while on the job, and the circumstances of the injury are minor in that

- 1) no more than two medical treatments are required, and
- 2) lost time from work is less than three days

the library will be responsible for the medical cost incurred. A Workers' Compensation form will be completed in full, however, and kept on file in the library. In the event injuries should develop later on that cause the employee to lose time from work, the completed form will be available for forwarding as outlined in the Workers' Compensation manual,

seconded by Mrs. Carr and unanimously carried.

PAGE SALARY SCALES

Mr. Goldblatt moved to adopt the Page minimum wage scale schedule to become effective July 1, 1997, seconded by Mrs. McKay and unanimously carried.

OTHER

A formal proposal will be sent to the Village of Northport for their consideration regarding traffic and safety around the Northport library including

- 1) parking for persons with disabilities
- 2) crosswalk across Laurel Avenue
- 3) Scudder Avenue parking

Mr. Goldblatt moved to renew the lease at 86 Larkfield Road, East Northport, for twelve months beginning April 1, 1997 at a cost of \$1248. a month, seconded by Mrs. McKay and unanimously carried.

ADJOURNMENT

Mr. Goldblatt moved to adjourn at 8:45 p.m., seconded by Mrs. McKay and unanimously carried.

Mr. Goldblatt moved to go into Executive Session, to discuss Personnel matters, seconded by Mrs. McGrail and unanimously carried.

EXECUTIVE SESSION

The Board discussed Personnel matters.

Mr. Goldblatt moved to adjourn the Executive Session, seconded by Mrs. Carr and unanimously carried.

Mr. Goldblatt moved to return to the regular meeting, seconded by Mrs. Carr and unanimously carried.

REGULAR MEETING

Mr. Goldblatt moved to amend the Personnel Policies under Personnel Procedures, Credit for prior experience, seconded by Mrs. McGrail and unanimously carried.

ADJOURNMENT

Mr. Goldblatt moved to adjourn at 8:55 p.m., seconded by Mrs. Carr and unanimously carried.

DATE OF NEXT MEETING

Wednesday, April 16, 1997 at 4:00 p.m.

Respectfully submitted,



Elizabeth McGrail
Secretary