

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of June 19, 1997

The regular monthly meeting of the Board of Trustees was held on June 19, 1997 in the Northport Library.

Michael Glennon called the meeting to order at 4:00 p.m. Also attending were Elizabeth McGrail, Ruth McKay, C. Annette Carr, Stuart Goldblatt, Director Stephanie Heineman and Assistant Director Eileen Minogue.

Additional attendees were Douglas McNally, Mary Ellen Moll, and Peg Vespe.

THE LIBRARY CAFE

Mary Ellen Moll and Peg Vespe summarized their research of cafes and outlined the necessary objectives and criteria.

Mr. Goldblatt moved to adopt the following **RESOLUTION**, seconded by Mrs. McKay and unanimously carried:

RESOLUTION

WHEREAS, it is the desire of the trustees to include, among the services offered at the Northport and East Northport Libraries, a cafe offering light snacks and beverages, and

WHEREAS, at the direction of the Trustees, the Director and staff have investigated the availability of library cafe services and made a report and recommendation to the Board regarding the requirements and criteria for such services were they to be offered by the Library, and

WHEREAS, the Trustees wish to authorize the Director to negotiate an agreement for the provision of such services with a vendor who, in the judgement of the Director, can meet such requirements and criteria.

NOW, THEREFORE, be it resolved that the cafe to be installed in the Northport and East Northport Libraries shall substantially meet the requirements for operation as detailed in the report of the Director dated June 19, 1997, and any agreement with such vendor shall contain the recommendations of counsel as detailed in his letter of June 12th.

BE IT FURTHER resolved that the Director is authorized to select and negotiate with a vendor, who, in the judgement of the Director, meets such requirements, and

BE IT FURTHER resolved that any such agreement shall be subject to the approval of the Trustees.

MINUTES OF PREVIOUS MEETING

Mrs. McKay moved to approve the minutes of May 15, 1997 as presented, seconded by Mrs. Carr and unanimously carried.

FINANCIAL SECRETARY AND TREASURER'S REPORT

Mrs. Carr moved to approve warrant for \$99,548.52, page 2578, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$100,900.41, page 2579, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant for \$44,491.35, page 2580, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$1,550.00, page 2581, CAPITAL RESERVE FUND, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$260,729.61, page 2582, EAST NORTHPORT BUILDING FUND, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$152,262.20, page 2583, NORTHPORT BUILDING FUND, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant for \$219,445.74, page 2584, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$5,718.62, page 2585, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$80.27, page 2586, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$6,641.00, page 2587, seconded by Mr Goldblatt and unanimously carried.

The Board accepted the payroll for the period ending:

May 16, 1997	page 1543	\$87,042.32
May 30, 1997	page 1544	87,667.10
June 13, 1997	page 1545	86,775.40

COMMUNICATIONS

A letter was received from Jane M. Dietz, Floyds Knobs, Indiana, thanking the Library" for all the wonderful hours I spent in your library" and enclosing a donation.

A postcard was received from Stuart Goldblatt from Italy.

DIRECTOR'S REPORT

Thanks to all of the Board for attending the Village Board Meeting on June 10. Our concerns for patron safety regarding pedestrian crossing of Laurel Avenue will go on record and now the next step is forthcoming from the Village Board.

Summer Reading Clubs

The Library has been busy in preparation for the Summer Reading Clubs despite not having a Meeting Room facility. A full spectrum of activities with take home crafts will be offered. Maryellen Moll was responsible for print work and assisting the children's librarians in developing them. Head of Children's Services Doris Gebel is to be commended for her transition over the five weeks. She has been visiting all the elementary schools to promote the Summer Reading Club, worked on plans for layout in the new libraries in addition to getting to know the staff.

Young Adult Librarian Fran Romer has ingeniously resurrected an old theme for the YA Summer Reading Club which was equally commendable.

Site Visits to East Northport Site

Site visits to the East Northport building site have included the following:

East Northport Staff

Department Heads

Computer Department and Children's Department with tours planned for the remainder of the staff within the next few weeks.

On July 17 the Board will tour prior to the Board Meeting to gain a good perspective prior to the finishing stage at 11:15 a.m. with lunch.

A format has been designed for the tours which includes each staff member receiving a three page layout and of course, hardhats are worn. Staff has been enthusiastic about the new East Northport library building.

TECHNOLOGY PLAN

SCLS is suggesting all libraries develop a technology plan. Ours, already in place, is exemplary because it addresses present considerations as well as short and long range goals. The Computer Staff has been working on the implementation of Phase I for East Northport. They will be meeting with Dell from whom they plan to purchase much of the hardware (all on State Contract) and have developed an RFP for the installation.

Their preparatory work included many discussions with Administration and vendors and most recently they attended the PC Expo in N.Y.C. to see what "State of the Art" in computers mean, for today, anyway. The only constant in this field is change.

TIMETABLE FOR OPENING EAST NORTHPORT

The schedule for completion of the General Contractor's work is mid to late August. This means the furniture can be put in place in early September and we can prepare for opening by late September. This is optimistic yet realistic and hopefully will coordinate with the closing of Northport for the tie-in. The G.C. at Northport appears to be determined to maintain his schedule, which could be a disadvantage for us.

I am recommending to the Board that we officially close the interim site to the public on August 11 after the completion of the Summer Reading Club. This will expedite the move out of Northport. As I detailed to you last month the non-public functions which comprise a lion's share of Northport's operations are all moving to the interim site. This timetable will give us the opportunity to efficiently and effectively begin to close down the Northport Library. Mid to late August is our only slow period on the calendar. Modest service levels are being evidenced at the interim site and I'm comfortable telling the community in the August newsletter that we are closing in preparation for the opening of the new East Northport library in September. Not taking this approach could jeopardise the accomplishment of this enormous logistical plan.

TELECOMMUNICATIONS SYSTEM

Bid is now prepared and reviewed by Douglas McNally, library attorney. Legal notice will be published on June 26, 1997 and bid opening on July 11.

PERSONNEL

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

Lisa Becker, page/step 5, Ref-EN, 6/1/97; Nichole Hakanson, page/step 4, Ref-Npt, 6/13/97; David Levitsky, page/step 7,1 Media-Npt, 6/4/97; Kathryn McCabe, page/step 2, Ref-Npt, 6/16/97; Ane Mayer, page/step 2, Media-Npt, 6/10/97; Patricia Pastor, page/step 5, Ref-EN, 6/27/97; Paul Vespe, page/step 5, Children's-Npt, 6/29/97,, seconded by Mrs. McKay and unanimously carried.

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

William L. Levitsky, page/step 1, Ref-EN, 6/3/97, seconded by Mrs McKay and unanimously carried.

Mrs. McKay moved to approve "E" Other in the Personnel Report as follows:

Summer Reading Club & Other Assignments
Kathryn Cressy, page/step 6, Children's-Npt, 6/16/97 to 8/15/97;
Erin Sheedy, page/step 19, Children's-Npt, 6/16/97 to 8/15/97;
Erin Cressy, page/step 8, Ref-Npt, 6/4/97 to 8/30/97, seconded by Mrs. Carr and unanimously carried.

NYS RETIREMENT INCENTIVE 1997

Mr. Goldblatt moved to adopt the NYS Retirement Incentive 1997 resolution as follows:

RESOLUTION

"BE IT RESOLVED that the Board of Trustees of the Northport-East Northport Public Library does hereby elect to provide the benefits of Chapter 41 of the Laws of 1997, commencing on October 3,1997 for all eligible employees who retire with an effective date of retirement set during the 90 day period beginning with and immediately following the commencement date and who are otherwise eligible as specified by Chapter 41." Seconded by Mrs. McKay and unanimously carried.

OTHER**RESOLUTION**

Mrs. Carr moved to adopt the **GRANT OF EASEMENT** to the New York Telephone Company Resolution, seconded by Mrs. McGrail and unanimously carried.

(see attached sheet)

DATE OF NEXT MEETING

11:15 at EN site - lunch - Meeting 1:00 p.m. in Northport

ADJOURNMENT

Mr. Goldblatt moved to adjourn at 5:45 p.m., seconded by Mrs. McKay and unanimously carried.

Respectfully submitted,

X
Elizabeth McGrail
Elizabeth McGrail
Secretary