

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of September 16, 1997

APPROVED

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on September 16, 1997 in the Northport library.

Mr. Glennon called the meeting to order at 3:30 p.m. Also attending were Ruth McKay, Elizabeth McGrail, C. Annette Carr, Stuart Goldblatt, Assistant Director Eileen Minogue and Director Stephanie Heineman.

Todd Harvey, architect, and Doug McNally, library counsel, also attended.

MINUTES OF PREVIOUS MEETINGS

Mrs. Carr moved to approve the minutes of July 17, 1997 and August 21, 1997 as presented, seconded by Mr. Goldblatt and unanimously carried.

FINANCAL SECRETARY & TREASURER'S REPORT

Mrs. McKay moved to approve warrant for \$102,899.41, page 2613, seconded by Mr. Goldblatt and unanimously carried.

Mrs. McKay moved to approve warrant for \$1,080.35, page 2614, seconded by Mr. Goldblatt and unanimously carried.

Mrs. McGrail moved to approve warrant for \$121,252.87, page 2615, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$258,945.00, page 2616, **EAST NORTHPORT BUILDING FUND**, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$98,860.00, page 2617, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant for \$2,124.00, page 2618, **EAST NORTHPORT BUILDING FUND**, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$3,100.00, page 2619, **EAST NORTHPORT BUILDING FUND**, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$67,237.18, page 2620, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$7,623.60, page 2628, **CAPITAL RESERVE FUND**, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant for \$144,920.69, page 2629, **EAST NORTHPORT BUILDING FUND**, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$1,390.00, page 2630, **EAST NORTHPORT BUILDING FUND**, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$128,000.00, page 2631, **NORTHPORT BUILDING FUND**, seconded by Mrs. McKay and unanimously carried.

The Board accepted the payroll for the period ending:

August 20, 1997	page 1551	\$90,163.68
September 5, 1997	page 1552	88,168.48

The Director commended Bernice Holmstrom, part-time Account Clerk, for having done an admirable job in handling the financial responsibilities for the library in the absence of Laura Kronenberg, Principal Accounts Clerk. It is to her credit that she has been able to do as much as she has on a part-time basis.

COMMUNICATIONS

A note was received from Connie Hoest thanking the library for its helpfulness and for making it "such a wonderful place to be."

DIRECTOR'S REPORT

Successful passage of a September 4 vote of establishment of the North Shore Public Library District for communities of Shoreham-Wading River and Rocky Point. Rocky Point has been contracting with Shoreham for more than a decade. Michael Conte worked with Shoreham Board and Director.

Several meetings to discuss public relations matters for the new libraries chaired by Mary Ellen Moll and Department Heads Barbara Dattalico, Doris Gebel, Peg Vespe and Judy Willner and the Director and Assistant Director were held. Discussed items included: identification of all staff to the public through various methods; brochure for the new library in East Northport; signage for East Northport.

The library's Welcome Kit mailed to new library patrons has been newly revised and was shared with the Board.

The Library cafe logo was designed by Mary Ellen Moll and met the Board's approval. Media coverage on our library cafe was shared; the experiences of the Burlington County, New Jersey's library's coffee bar were discussed.

The Director invited the Trustees to join her and the Assistant Director to the October 18 Annual SCLS Trustee Workshop Three in Five.

The term of office of Renee S. Steinig as a member of the SCLS Board of Trustees representing the Towns of Huntington/Smithtown expires on December 31, 1997. Our Board of Trustees is being asked to consider candidates for nomination.

"Confusing Personal Preference With Public Good," by Helene Woodhams in Public Libraries, January/February 1997 was an excellent article brought to our attention by Michael Glennon which discussed the ideal Library Trustee. It referenced Northport-East Northport Library Board as an example of "terrific trustees."

Suffolk Net continues to be held in the highest esteem by computer mavens as well as neophytes.

The shelf list, the authority record for all of our holdings, is no longer being updated. It is a real transition to the future of no more paper records.

Walked the Northport site yesterday - thrilled to report it's going to be a beautiful building upon completion. Airy, spacious, gracious, graceful entrance and new browsing room with soft seating and cafe will be wonderful turning our sights on the completion of this building.

The Rosemary Wells Collection is being established in the East Northport Library in memory of Jackie Herchenroder. Ms. Wells is an award-winning and highly esteemed children's author.

The Library is preparing an application for the State Construction Grant. Very limited funding is available and many libraries are eligible.

The Director and Assistant Director will be moving to the interim library on September 23, 1997.

EXECUTIVE SESSION

Mrs. McKay moved to go into Executive Session, to discuss the architects and construction manager contracts, seconded by Mrs. McGrail and unanimously carried.

Mrs. Carr moved to go out of Executive Session to return to the regular meeting, seconded by Mrs. McGrail and unanimously carried.

PERSONNEL REPORT

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

Barbara Belford, page/step 8, ref-Npt, 8/19/97; Kristine Cody, Page/step 13, ref-Npt, 8/3/97; Elizabeth Englert, page/step 7, children's-Npt, 8/10/97; Heather Littlewood, page/step 5, ref-Npt, 8/3/97; Rita Meade, page/step 3, children's-Npt, 8/28/97; Miriam Roth, page/step 3, Tech.Proc.-Npt, 8/28/97; Meghan Sullivan, page/step 3, children's-Npt, 8/28/97; Kim Von Bargaen, page/step 3, computer-Npt, 8/17/97; Christine Thompson, page/step 5, children's-Npt, 9/4/97; seconded by Mr. Goldblatt and unanimously carried.

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

Salvatore Rapisardi, guard/step 1, security, 8/14/97; Joseph Wigdzinski, guard/step 1, security, 8/12/97; Michael Higgins, page/step 1, media, 9/8/97, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve "C" Resignations in the Personnel Report as follows:

Jessica Bartow, page/step 4, YA-Npt, 8/1/97; James McCann, page/step 4, ref-EN, 7/26/97; Erin McConnell, page/step 4, ref-Npt, 7/11/97; Lisa Becker, page/step 5, ref-EN, 8/4/97; Kristen Cain, page/step 4, children's-Npt, 8/8/97; Anthony Swick, page/step 2, children's-Npt, 8/8/97; Elissa Theiss, Page/step 4, children's-Npt, 8/16/97; Nichole Hakanson, page/step 4, ref-Npt, 8/23/97; Heather Littlewood, page/step 5, ref-Npt, 8/26/97; Marian Rowland, page/step 5, ref-Npt, 8/30/97; Elizabeth Corace, p/t Lib/clerk/step 3, circulation-EN, 8/21/97; Anthony Brunoni, page/step 2, ref-Npt, 9/20/97; Patricia Pastor, page/step 5, ref-EN, 9/17/97; Ane Mayer, page/step 2, media/comp-Npt, 8/18/97; Kim Von Bargaen, page/step 3, media/comp-Npt, 8/30/97, seconded by Mrs. Carr and unanimously carried.

OTHER

The audit report has been received from the accountants.

DATE OF NEXT MEETING

Thursday, October 16, 1997 at 4:00 p.m. in the East Northport library.

EXECUTIVE SESSION

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

Mr. Goldblatt moved to accept the following resolution:

RESOLUTION

Resolution to establish three (3) upgraded/promotional positions with Civil Service:

Head Custodian of Buildings and Grounds

Community Services Librarian III

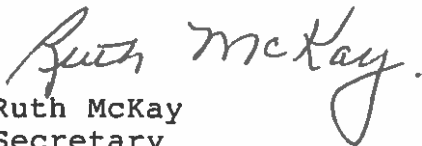
Librarian II for Internet Services

and fill the positions promotionally (from within the library) upon approval from Civil Service.

Seconded by Mrs. McGrail and unanimously carried.

Mrs. McKay moved to go out of Executive Session and adjourn at 4:45 p.m., seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,


Ruth McKay
Secretary