

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of June 22, 2005

Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on June 22, 2005 in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

William Martin called the meeting to order at 10:00 AM. Also attending were C. Annette Carr, Elizabeth McGrail, Ruth McKay, Robert Little, Director Stephanie Heineman, Assistant Director Eileen Minogue, and Assistant Director James Olney.

Also attending was Library counsel Douglas McNally.

2) OATH OF OFFICE

Library counsel Douglas McNally gave the Oath of Office to C. Annette Carr, Trustee, for a period of five years, July 1, 2005 – June 30, 2010.

3) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of May 17, 2005 as amended, seconded by Mrs. Carr and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Carr moved to approve warrant for \$236,074.08, page 3512, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$8,914.80, page 3513, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$70,613.53, page 3514, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$169,540.11, page 3515, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$272,799.35, page 3516, seconded by Mrs. McKay and unanimously carried.

The Board accepted the payroll for the period ending:

May 20, 2005	page 1860	\$160,987.02
June 03, 2005	page 1861	161,421.75
June 17, 2005	page 1862	159,595.71

D. Library Treasurer

Marianne Gallagher, Library Treasurer for twenty years, is retiring.

Mrs. McKay moved to appoint Bernice Holmstrom Library Treasurer, with a stipend of \$2400 a year, to take effect on July 15, 2005, seconded by Mrs. McGrail and unanimously carried

E. Resolution for Facsimile Signature

Mrs. McGrail moved to approve the Resolution for Facsimile Signature for Library Treasurer Bernice Holmstrom, seconded by Mr. Little and unanimously carried. Mr. Little signed the Resolution as Board Secretary.

GRABER & COMPANY - - GASB 34

The Board has reviewed the engagement letter of Graber & Company to perform the certified audit for the year ending June 30, 2005 incorporating GASB34.

Recommended policies governing conferences, travel, and cell phone use will be presented at the next Board meeting for review and adoption.

5) COMMUNICATIONS

Mr. Martin, Chairperson Board of Trustees, received a letter from Ellen Eichelbaum thanking the Library staff and administration for all the help she receives as a library patron.

6) DIRECTOR'S REPORT

The Director's Report was given orally. In addition to the packet she reported on the following:

The interesting wedding display.

The summer Library intern Jordan Van Brink is "Taking the Stacks to the Streets", a Library Outreach Program.

Assistant Director James Olney reported that the OCS software that allows a reservation of Library computers and print management is in the building being tested for implementation later this summer.

Thomas E.Boylan thanked James Olney for attending the Academy of Information Technology Career Fair on April 29, 2005 and appreciated his participation as a Community Board member.

The semi-annual staff appreciation meeting was held on June 7, 2005; the annual Rotary Library lunch meeting was held on June 15, 2005 in the Northport library; the annual Department Head Luncheon was held on June 21, 2005 with this year's theme being Communication at Work.

7) PERSONNEL REPORT

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

Mrs. Carr moved to approve "C" Resignations in the Personnel Report, seconded by Mrs. McKay and unanimously carried.

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

PERSONNEL REPORT ADDENDUM

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

Mrs. Carr moved to approve "C" Resignations in the Personnel Report Addendum, seconded by Mrs. McKay and unanimously carried. Page attached

9) UNFINISHED BUSINESS

RESOLUTION
COURTYARD PROJECT

WHEREAS, by invitation to bid dated May 19, 2005 the Trustees solicited bids for site improvements at the Northport Public Library as detailed in the site plan and project manual prepared by Beatty Harvey & Associates, LLP and

WHEREAS, at the bid opening held on June 2, 2005 three bids were received as detailed in the Director's memorandum of June 3, 2005, and

WHEREAS, after meeting with the lowest bidder Brothers II Landscapes, Inc. and interview of their references, it is the recommendation of the Director and the Architect that the contract be awarded to Brothers II Landscapes, Inc. and

WHEREAS, this Board wishes to authorize the execution of a contract and authorize progress payments to the contractor as set forth in the project manual,

NOW, THEREFORE, it is resolved as follows:

The Director is hereby authorized to execute a contract with Brothers II Landscapes, Inc. for the site improvements at the Northport Public Library as described in the site plan and project manual prepared by Beatty Harvey & Associates, LLP dated May 19, 2005, and it is further

Resolved that the Director and Assistant Director are hereby authorized to issue progress payments to the contractor from the account maintained by the Library at North Fork Bank, Account No. 7624020611 upon written approval of the contractor's vouchers by Beatty Harvey & Associates, LLP. All checks drawn upon such account shall require the signature of both the Director and Assistant Director.

C. Library Courtyard – Ratification of Contract Award

Mrs. McKay moved to approve ratification of contract award to Brothers II Landscapes, Inc, in the amount of \$121,340. seconded by Mrs. McGrail and unanimously carried.

11) DATE OF NEXT BOARD MEETING

Thursday, July 28, 2005 Reorganizational Meeting followed by
10:00 AM Regular Board Meeting

12) EXECUTIVE SESSION

Mr. Little moved to adjourn the regular meeting to go into Executive Session with Counsel Douglas McNally to discuss a potential litigation matter regarding a patron, seconded by Mrs. Carr and unanimously carried.

The Library Board of Trustees recommended the Director and Assistant Directors and Chairperson of the Board meet with this patron.

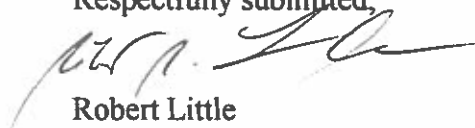
Mr. McNally will continue to follow up concerning this matter.

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

13) ADJOURNMENT

Mrs. McKay moved to adjourn the Regular Meeting, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,



Robert Little
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
June 22, 2005

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>
Caroline Greenberg	Page/Step 1	Local History	06/23/05
Jacqueline Rodriguez	Café Worker/Step 1	Community Services	06/23/05

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Carolyn Byrne	Page/Step 1	Reference – Npt	06/27/05
Arthur Zapke	Page/Step 5	Reference – Npt	06/30/05

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>
Promotions			
Kathryn Cressy	FT Librarian I/Step 1	Community Services	07/04/05
Sue Holden	FT Librarian I/Step 5	Youth Services	07/04/05
Antonio Calisto	Custodial Worker II/Step 13	Buildings & Grounds	07/18/05
Deborah Formosa	Librarian II/Step 4	Reference Services	07/18/05

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
June 22, 2005

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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Lauren Regensburger	Page/Step 1	Youth Services – Npt	06/23/05
Elizabeth Sutcliffe	Page/Step 1	Youth Services – Npt	06/23/05

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Justin Hartough	Page/Step 4	Reference – EN	06/28/05
Kevin Moore	Page/Step 4	Reference – EN	06/30/05

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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