

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of December 20, 2005 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on December 20, 2005 in the Conference Room of the Northport Library.

1) CALL TO ORDER

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

Douglas McNally, library counsel, attended.

2) MINUTES OF PREVIOUS MEETING

Mrs. McGrail moved to approve the minutes of November 15, 2005 as presented, seconded by Mr. Little and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mr. Little moved to approve warrant for \$261,051.60, page 3540, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$603,409.52, page 3541, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$8,914.80, page 3542, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$79,230.04, page 3543, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$267,298.36, seconded by Mrs. McGrail and unanimously carried.

The Board accepted the payroll for the period ending:

November 18, 2005	page 1873	\$180,119.97
December 02, 2005	page 1874	174,102.93
December 16, 2005	page 1875	173,770.56

Mrs. McGrail moved to approve the following revision: to establish a requirement for a second signature on *outside* checks (*not internal transfer*) over \$8,000. to be signed by a designated trustee or Assistant Director James Olney. The designated Trustee, December 1, 2005 – June 30, 2008, Elizabeth McGrail, seconded by Mr. Little and unanimously carried.

5) DIRECTOR'S REPORT

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

That patron Barbara Kruse wrote "thanks to you/your wonderful staff for all you/they do all through the year."

That the Director will represent the Public Library Director's Association in meeting with the Suffolk Cooperative Library System Board of Trustees to assist them in choosing a new Suffolk Cooperative Library Director.

The aging population: encouraging them to become informed of the library's services.

A member of the library Newbery Reading Club Scott Hatch a local third grader whose words "to be a good listener" describing "The Penderwicks" read in the library about a father and his four children circled the world by computer. Author Jeanne Birdsall whose novel "The Penderwicks" won a National Book Award was thrilled with Scott's quote. USA Today is writing an article.

That the Director, Assistant Director Eileen Minogue and Assistant Director James Olney have been preparing the 2006/2007 budget.

6) PERSONNEL REPORT

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

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

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

PERSONNEL REPORT ADDENDUM

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

8) RESIGNATION OF WILLIAM MARTIN, TRUSTEE

A letter of resignation was received and accepted by the Board from Trustee William Martin.

There will be a thank you to Mr. Martin in the January Newsletter for his service to the Library and community.

An application for Trustee to fill the vacancy will appear in the January Newsletter. Applications will be accepted January 3, 2006 until January 20, 2006.

9) UNFINISHED BUSINESS

The dedication of the Library Courtyard will be on May 7, 2006.

10) OTHER

Assistant Director James Olney explained a new link, E-Commerce, for those viewing their own record in the catalog that enables them to pay their fine by credit card.

Mr. Little moved to implement the new link, E-Commerce, seconded by Mrs. Carr and unanimously carried.

11) DATE OF NEXT MEETING

Tuesday, January 24, 2006 at 10:00 AM – Budget Work Session

Tuesday, January 24, 2006 at 11:00 AM - Regular Board Meeting

12) MOTION TO CONVENE IN EXECUTIVE SESSION

Mr. Little moved to adjourn the regular meeting and convene in Executive Session to discuss the staff contract, seconded by Mrs. Carr and unanimously carried.

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

13) ADJOURNMENT

Mr. Little moved to adjourn the regular meeting at 11:30 AM, seconded by Mrs. Carr and unanimously carried.

Respectfully submitted,

Elizabeth McGrail
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
December 20, 2005

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Sarah Zacharevitz	Page/Step 1	Reference – Npt	11/28/05
-------------------	-------------	-----------------	----------

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Jacqueline Rodriguez	Café Worker/Step 1	Community Services	11/13/05
Erin Cressy	Librarian I/Step 4	Youth Services	12/23/05

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Kaitlin Regensberger	Seasonal Page/Step 4	Youth Services	12/19/05 – 01/13/06
Margaret Tiernan	Seasonal Page/Step 5	Reference – Npt	01/03/06 – 01/31/06

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
December 20, 2005

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Brian Paccione	Seasonal Computer Page/Step 4	Computer Services	01/02/06 – 01/25/06
----------------	-------------------------------	-------------------	---------------------