

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of April 18, 2006

Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on April 18, 2006 in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Ruth McKay, Chairperson, called the meeting to order at 10:04 AM. Also attending were J. Ronald Gaudreault, Robert Little, Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney.

C. Annette Carr was absent.

Elizabeth McGrail was absent with prior notice.

Library Counsel Douglas McNally attended to discuss the staff contract and patron issues.

2) MINUTES OF PREVIOUS MEETINGS

Mr. Gaudreault moved to approve the minutes of March 21, 2006 as amended, seconded by Mr. Little and carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mr. Little moved to approve warrant for \$255,220.40, page 3556, seconded by Mr. Gaudreault and carried.

Mr. Gaudreault moved to approve warrant for \$84,010.13, page 3557, seconded by Mr. Little and carried.

Mr. Little moved to approve warrant for \$186,290.52, page 3558, seconded by Mr. Gaudreault and carried.

Mr. Gaudreault moved to approve warrant for \$3,376.49, page 3559, seconded by Mr. Little and carried.

The Board accepted the payroll for the period ending:

March 24, 2006	Page 1882	\$168,428.64
April 7, 2006	Page 1883	168,555.49

5) DIRECTOR'S REPORT

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

New York State Legislature has granted additional state aid for libraries.

Her appreciation to Senator John Flanagan, Senator Carl Marcellino and Assemblyman Andrew Raia for their continued support, interest and assistance to the Northport libraries.

Director's Report (continued)

Suffolk Young Adult Librarians held the second annual Fran Romer Book Talk Conference at the Northport Library on April 7, 2006.

6) PERSONNEL REPORT

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

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

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

7) ACCEPTANCE OF RESULTS OF LIBRARY BUDGET VOTE AND ELECTION OF TRUSTEES

I, Claire J. Sarser, Clerk of the Meeting for the Special District Meeting of Northport-East Northport Union Free School District held on April 4, 2006, do hereby CERTIFY the following returns on the voting on the proposed Library Budget 2006/2007 and to elect two Library Trustees, one for a term of five years and one for a term of three years.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

PROPOSITION NO .1:		LIBRARY TRUSTEE	
PROPOSED LIBRARY BUDGET		Ruth McKay	- 526
\$8,509,700		J. Ronald Gaudreault	- 478
YES	NO	Other - Write In	0
504	117		
TOTAL VOTES CAST BUDGET		-	621
TOTAL VOTES CAST TRUSTEES			
	McKay	-	526
	Gaudreault	-	478

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Claire J. Sarser, Clerk of the Special District Meeting

Mr. Little moved to accept the results of Library Budget Vote and election of Trustees, seconded by Mr. Gaudreault and carried.

**8) REVISION OF POLICY OF CONFIDENTIALITY OF LIBRARY RECORDS**

Mr. Little moved to separate and update both the Code of Ethics of the American Library Association and the Policy of Confidentiality of Library Records as amended, seconded by Mr. Gaudreault and carried. Two pages attached

**9) UNFINISHED BUSINESS**

**B. Library Courtyard**

Dedication of the library courtyard will be held on Sunday, May 7, 2006 at 2:30 PM

**C. Library Bear**

Director Stephanie Heineman has written letters to Senator John J. Flanagan, Senator Carl Marcellino and Assemblyman Andrew P. Raia requesting a Member Item Grant from each to be applied towards the cost of casting the Library bear.

Mr. Gaudreault complimented Mrs. Heineman for her letters

**12) DATE OF NEXT LIBRARY BOARD MEETING**

Sunday, May 7, 2006, 2:30 PM – Dedication of the Library Courtyard  
Tuesday, May 23, 2006, 10:00 AM – Regular Meeting

**13) MOTION TO CONVENE IN EXECUTIVE SESSION**

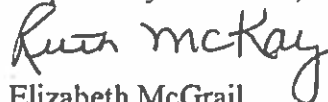
Mr. Gaudreault moved to go out of the regular meeting into Executive Session with Counsel Douglas McNally to discuss staff contract and patron issues, seconded by Mr. Little and carried.

Mr. Little moved to return to the regular meeting, seconded by Mr. Gaudreault and carried.

**14) ADJOURNMENT**

Mr. Gaudreault moved to adjourn at 12:05 PM, seconded by Mr. Little and carried.

Respectfully submitted,



Elizabeth McGrail  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
April 18, 2006

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Luigi Suriano	Security Guard/Step 1	Reference	04/11/06
James Marchese	Security Guard/Step 1	Reference	04/12/06

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Karen Pruzan	PT Library Clerk/Step 2	Circulation	04/10/06

**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Caren Kaller	Reported on March Personnel Report as a New Employee (PT Librarian I), but has reneged on acceptance of the position.		
<b>Promotion</b> Linda Garbarino	PT Library Clerk/Step 1 (previously page)	Circulation	04/19/06

# NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

## POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

Whereas the Northport-East Northport Public Library has adopted the Code of Ethics of the American Library Association which advises that, "We protect each user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted" the Northport-East Northport Public Library adheres to the following Policy on Confidentiality of Library Records.

1. The Northport-East Northport Public Library recognizes its circulation records and other records identifying the names of library users are confidential in nature and not subject to disclosure under the Freedom of Information Law.
2. Such records shall not be made available to any persons, entity, agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. The Library will resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.
4. Upon receipt of such process, order, or subpoena, the Library Director will consult with the library's legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance: if the process, order, or subpoena is not in proper form or if good cause has not been shown, he/she will insist that such defects be cured.

### Procedures:

1. The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the names of library users, will immediately refer the person making the request to the Library Director (or designee) who shall explain the Library's policy on Confidentiality of Library Records.
2. The Director, upon receipt of such process, order, or subpoena, shall consult with the library's legal counsel to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
3. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation or other library records shall ordinarily be in the form of subpoena "duces tecum" [bring your records] requiring the responsible officer to attend court or the taking of his/her deposition and may require him/her to bring along certain designated circulation or other specified records.)
4. Any threats or unauthorized demands (i.e. those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the library's legal counsel.
5. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Library Director.

## **Code of Ethics of the American Library Association (Adopted by the Northport-East Northport Public Library)**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staff.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

**Adopted June 28, 1995, by the ALA Council**