

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of July 12, 2007

Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held Thursday, July 12, 2007, following the Reorganizational Meeting in the Board Conference Room.

1) Newly appointed Chairperson Robert Little presided and called the meeting to order at 10:46 AM. Also attending were Andrea Gladding, Ruth McKay, J. Ronald Gaudreault, Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney.

Betsy McGrail attended by Teleconference.

2) **MINUTES OF PREVIOUS MEETING**

Mrs. McKay moved to approve the minutes of June 14, 2007 as presented, seconded by Mr. Gaudreault and unanimously carried.

3) **FINANCIAL SECRETARY & TREASURER'S REPORT**

Approval of warrants

Mr. Gaudreault moved to approve warrant for \$ 271,672.76, page 3620, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 11,125.00, page 3621, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 126,881.25, page 3622, seconded by Mr. Gaudreault and unanimously carried.

Mr. Gaudreault moved to approve warrant for \$ 217,424.50, page 3623, seconded by Mrs. Gladding and unanimously carried.

The Board accepted the payroll for the period ending:

June 15, 2007	Page 1919	\$ 176,390.48
June 29, 2007	Page 1920	\$ 181,349.57

4) **COMMUNICATIONS**

William Brosnan, recently retired Superintendent of Northport-East Northport Union Free School District commended the Director for creating a direct line between the library and the schools and thanked her for nineteen years of outstanding leadership and unselfish actions for the districts students and library patrons.

Barbara Kruse thanked the library for the computer assistance she receives from Computer Librarian Stephen Ingram and Page Steve Dragone who are always able to "fix" her problem. She is grateful for all that the library offers its patrons.

Connie Hoest thanks the library for always being able to fulfill her requests and states that "I love the library."

5) DIRECTOR'S REPORT

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

How competent and concerned the Trustees are in the position they hold and how it reflects favorably on the entire library. How appreciative she is of their support.

A beautiful framed picture of the Northport library and courtyard was presented to each Board member and to the Board's Recording Secretary.

A new library card has been designed. The adult cards are traditional yellow, the children's are blue and the teens are green. The Trustees were presented with their own cards. The library patrons will be receiving theirs beginning late July.

The carpet work in East Northport is almost completed. Phase Two will be started after the Circulation desk renovation work is complete.

The work in the Northport Gallery is nearing completion.

6) PERSONNEL REPORT

Mrs. McKay moved to approve "A" Salary Increase in the Personnel Report, seconded by Mr. Gaudreault and unanimously carried.

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

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

Mrs. McKay moved to approve "E" Other in the Personnel Report, seconded by Mr. Gaudreault and unanimously carried. Three pages attached

7) ANNUAL AUDIT POLICY

Mr. Gaudreault moved as amended that the Library Board will retain the services of a certified public accountant who will provide advice and consultation, review the financial records, and perform an annual audit in accordance with generally accepted accounting principles and in conformity with the requirements of the New York State Department of Audit and Control.

A written report, including an opinion on the financial statements, shall be prepared by the accountant at the close of the fiscal year. This report shall be presented to the trustees at the Board meeting following its receipt. The motion was seconded by Mrs. Gladding and unanimously carried.

8) ACCEPTANCE OF GIFTS AND DONATIONS POLICY

Mrs. Gladding moved that the Library accepts gifts and donations from the public with the understanding that any gifts or donations become the property of the Northport-East Northport Public Library. At the Library's sole discretion, the gifts or donations may be added to the collection, discarded, sold, stored or displayed.

Gifts and donations will be accepted upon the receipt of form designating donor's name and address. No monetary value shall be assigned. The motion was seconded by Mrs. McKay and unanimously carried.

9) UNFINISHED BUSINESS

A Bring Back the Bear Campaign

The Library is seeking permission from the Town of Huntington to move the location of the Bear.

B Scudder Avenue Book Drop

Waiting for the Village of Northport to complete the changes necessary.

C Special District Article - Newsday

The Library through SCLS answered Newsday's additional request for information. Newsday also faxed directly to the Library questions regarding trustee terms and the Library vote and tax rates.

D Bridge Restoration Project

The Library is waiting for contract documents they have not received before they can proceed with this project.

10) SCLS PROPOSED AND RECOMMENDED RESOURCE SHARING CODE AMENDMENTS

Mr. Gaudreault moved to accept the SCLS Proposed and Recommended Resource Sharing Code, seconded by Mrs. Gladding and unanimously carried.

11) DATE OF NEXT LIBRARY BOARD MEETING

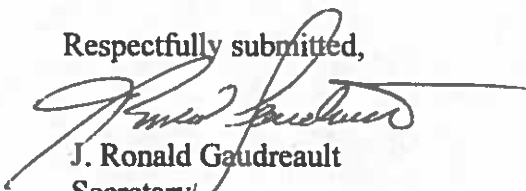
Thursday, September 27 at 10:00 AM - Regular Board Meeting

12) ADJOURNMENT

Mr. Gaudreault moved to adjourn at 12:00 noon.

A Staff Recognition Luncheon followed the Board Meeting.

Respectfully submitted,



J. Ronald Gaudreault
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
July 12, 2007

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Jessica Attard	Page/Step 2	Youth Services	07/09/07
Caitlin Aymong	Page/Step 2	Media Services	07/09/07
Kate Begley	Page/Step 8	Youth Services	07/09/07
Evan Bloecker	Page/Step 7	Reference – EN	07/09/07
Alexis Bryson	Page/Step 2	Reference – Npt	07/09/07
Meredith Burcyk	Page/Step 2	Youth Services	07/09/07
Michael Cavallaro	Page/Step 5	Computer Services	07/09/07
Kristin Cortina	Page/Step 3	Youth Services	07/09/07
Olivia D'Accordo	Page/Step 2	Youth Services	07/09/07
Alyssa D'Agostino	Page/Step 3	Computer Services	07/09/07
Christina DeMartino	Page/Step 6	Youth Services	07/09/07
Matthew DiGiorolamo	Page/Step 7	Computer Services	07/09/07
Dolores Faherty	Page/Step 2	Reference – Npt	07/09/07
Shaylyn Forte	Page/Step 2	Reference – Npt	07/09/07
Caroline Greenberg	Page/Step 3	Local History	07/09/07
Samantha Gross	Page/Step 5	Reference – Npt	07/09/07
Darla Gutierrez	Page/Step 7	Youth Services	07/09/07
Frederick Hansen	Page/Step 10	Reference – EN	07/09/07
Douglas Hartough	Page/Step 5	Computer Services	07/09/07
Matthew Henken	Page/Step 3	Reference – Npt	07/09/07
Michael Kiley	Page/Step 3	Youth Services	07/09/07
Stephen Latuso	Page/Step 16	Computer Services	07/09/07
Catherine Leone	Page/Step 5	Youth Services	07/09/07
Mark Malizia	Page/Step 2	Media Services	07/09/07
Faye Michels	Page/Step 11	Youth Services	07/09/07
Samantha Miller	Page/Step 2	Reference – Npt	07/09/07
Mary Ann Morrisroe	Page/Step 9	Media Services	07/09/07
Raymond Murphy	Page/Step 2	Reference – EN	07/09/07
Andrew Pearlman	Page/Step 2	Reference – EN	07/09/07
Daniel Pochtrager	Page/Step 6	Computer Services	07/09/07
Julie Pollard	Page/Step 3	Youth Services	07/09/07
Melissa Rabbe	Page/Step 2	Youth Services	07/09/07
Kaitlyn Regensburger	Page/Step 4	Youth Services	07/09/07
Lauren Regensburger	Page/Step 3	Youth Services	07/09/07
Thomas Reilly	Page/Step 5	Youth Services	07/09/07
Chelsea Ringen	Page/Step 2	Reference – Npt	07/09/07
Mary Jane Ritter	Page/Step 10	Reference – Npt	07/09/07
Miriam Roth	Page/Step 18	PALS/Tech Services	07/09/07
Justine Rotondo	Page/Step 3	Reference – Npt	07/09/07
Amanda Schram	Page/Step 2	Youth Services	07/09/07
Arianna Spiros	Page/Step 2	Youth Services	07/09/07
Kaitlyn Sullivan	Page/Step 2	Youth Services	07/09/07

A. Salary Increase (Continued)

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Suzanne Voizard	Page/Step 3	Reference – EN	07/09/07
Jessica Wallin	Page/Step 5	Youth Services	07/09/07
Kerry Walsh	Page/Step 5	Computer Services	07/09/07
Patricia Welsh	Page/Step 6	Reference – EN	07/09/07
Marilyn Barker	Café Worker/Step 2	Community Services	07/09/07
Joyce Bernat	Café Worker/Step 18	Community Services	07/09/07
Rose Boccia	Café Worker/Step 7	Community Services	07/09/07
Florence Gorman	Café Worker/Step 9	Community Services	07/09/07
Marie Klein	Café Worker/Step 10	Community Services	07/09/07
Jill Krahel	Café Worker/Step 6	Community Services	07/09/07
Jill Kuehn	Café Worker/Step 6	Community Services	07/09/07
Kathleen O’Sullivan	Café Worker/Step 3	Community Services	07/09/07
Caroline Prisco	Café Worker/Step 8	Community Services	07/09/07
John Souto	Café Worker/Step 11	Community Services	07/09/07
Carol Trentadue	Café Worker/Step 10	Community Services	07/09/07
Dominick Tripolone	Café Worker/Step 6	Community Services	07/09/07
Dorothy Windus	Café Worker/Step 7	Community Services	07/09/07
Gary Becker	Security Guard/Step 5	Security	07/09/07
Joseph Caselli	Security Guard/Step 1	Security	07/09/07
Vincent Catalano	Security Guard/Step 1	Security	07/09/07
David Cooper	Security Guard/Step 3	Security	07/09/07
Mark Cooper	Security Guard/Step 4	Security	07/09/07
William Hock	Security Guard/Step 4	Security	07/09/07
William Hummel	Security Guard/Step 3	Security	07/09/07
Jason Ladick	Security Guard/Step 2	Security	07/09/07
James Marchese	Security Guard/Step 1	Security	07/09/07
John Nielsen	Security Guard/Step 5	Security	07/09/07
Ralph Pellegrino	Security Guard/Step 1	Security	07/09/07
Salvatore Rapisardi	Security Guard/Step 6	Security	07/09/07
Charles Sentowski	Security Guard/Step 3	Security	07/09/07
Luigi Suirano	Security Guard/Step 1	Security	07/09/07
John Trainor	Security Guard/Step 3	Security	07/09/07

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Ian Bross	Page/Step 4	Computer Services	06/21/07
Jose Recinos	PT Custodial Worker I	Buildings & Grounds	06/26/07
Kristen Butler	Page/Step 1	Reference – Npt	07/16/07
Emma Nichols	Page/Step 1	Reference – Npt	07/09/07
Shannon Fabbrini	Page/Step 1	Reference – Npt	07/09/07
Victoria Walters	Page/Step 1	Reference – Npt	07/09/07
Jordan Van Brink	PT Library Clerk/Step 1	Administration	07/10/07

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Meghan Reilly	Page/Step 1	Media Services	06/20/07
Kyle Silverstein	Page/Step 1	Computer Services	06/21/07
Chistine Jong	Page/Step 2	Reference – EN	06/22/07
Andrew Bikowski	Seasonal Page/Step 2	Reference – Npt	06/26/07
Amanda Schram	Page/Step 2	Youth Services	07/13/07
Deana Simonetti	PT Librarian I/Step 1	Youth Services	07/02/07
Jennifer Brittman	PT Librarian I/Step 2	Youth Services	08/31/07
James Marchese	Security Guard/Step 1	Security	07/09/07
John Nielsen	Security Guard/Step 2	Secuirty	07/09/07

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>
Parental Leave Elizabeth Aitken	PT Librarian I/Step 7	Youth Services	05/20/07 – 09/01/07