

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of May 15, 2008 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, May 15, 2008 in the East Northport Library Community Room.

1) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 10:00 AM. Also attending were Elizabeth McGrail, Andrea Gladding, J. Ronald Gaudreault, Ruth McKay, Director Stephanie Heineman and Assistant Directors Eileen Minogue and James Olney.

2) MINUTES OF PREVIOUS MEETING

Mrs. McGrail moved to approve the minutes of April 17, 2008 meeting as amended, seconded by Mrs. McKay and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McKay moved to approve warrant for \$ 3,397.54, page 3666, seconded by Mrs. Gladding and carried.

Mrs. Gladding moved to approve warrant for \$ 295,355.22, page 3667, seconded by Mrs. McGrail and carried.

Mrs. McGrail moved to approve warrant for \$ 13.71, page 3668, COURTYARD FUND, seconded by Mrs. McKay and carried.

Mrs. McKay moved to approve warrant for \$ 192,528.47, page 3669, seconded by Mrs. McGrail and carried.

Mrs. Gladding moved to approve warrant for \$ 66,722.11, page 3670, seconded by Mrs. McKay and carried.

The Board accepted the payroll for the period ending:

April 18, 2008	Page 1942	\$186,093.57
May 02, 2008	Page 1943	183,945.71

B. Review of monthly expenditures

C. Review of statistical summary

4) DIRECTOR'S REPORT

The Director's Report was given orally. In addition to the packet mailed in advance the report contained the following:

Tour of the recently completed enhancements to the East Northport library was conducted for the Board of Trustees.

(Director's Report continued)

Assistant Director James Olney explained the improvements made in the Children's Room and additional changes planned for the children's program room.

Fran Byrne Head of Circulation discussed and explained the complete transformation of the Circulation Desk and surrounding working space.

New carpeting in the Circulation area was pointed out by Peg Brozek Branch Librarian. Peg Brozek and Assistant Director James Olney explained the expansion of the teen area, adding a teen service desk, additional computers and work tables helping to define the area.

Changes in the book shelving was explained which resulted in more space for books and materials.

Assistant Director James Olney was commended for his planning and unselfish dedication to the project which was done within a limited time frame and without disruption to normal operations.

Alan Olita Head of Buildings & Grounds was thanked for his skills and assistance.

REALITY LIBRARY COURSE

Mrs. McGrail moved to approve the Administration's project of publishing the Reality Library Course Material, seconded by Mr. Gaudreault and unanimously carried.

The document "Excellence in Action, May 15, 2008, Professional Standards for Administration of the Northport-East Northport Public Library, with fiscal 2008/2009 goals" prepared by Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney was distributed.

5) PERSONNEL REPORT

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

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

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

Mrs. McKay moved to approve "D Retirement" in the Personnel Report Addendum, seconded by Mrs. Gladding and unanimously carried. One page attached

6) PHOTOGRAPHING AND FILMING IN THE LIBRARY POLICY

Mrs. McKay moved to approve the Photographing and Filming in the Library Policy as amended, seconded by Mrs. Gladding and unanimously carried.

7) UNFINISHED BUSINESS

A. Special District Article – Newsday

There have been no further developments.

B. Bridge Restoration Project

All repairs to the bridge have been completed.

8) DATE OF NEXT LIBRARY BOARD MEETING

Thursday, June 19, 2008 10:00 AM Regular Board Meeting

Thursday, July 17, 2008 10:00 AM Board Reorganizational Meeting

12:00 Noon Staff Recognition Ceremony

Mrs. McGrail moved to leave the Regular Meeting and go into Executive Session, seconded by Mr. Gaudreault and unanimously carried.

EXECUTIVE SESSION

Mrs. McKay moved to leave Executive Session and go back into Regular Session., seconded by Mrs. Gladding and unanimously carried.

ADJOURNMENT

Mr. Gaudreault moved to adjourn at 12:00 noon, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,


J. Ronald Gaudreault
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
May 15, 2008

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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C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Stephen Latuso	Page/Step 17	Computer Services	05/01/08
Chelsea Ringen	Page/Step 3	Reference – Npt	05/02/08

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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Suzanne Voizard	Seasonal Pgae/Step 3	Reference – EN	05/19/08 – 08/30/08
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Change of Title Charles Cornetta	Senior Guard	Security	04/21/08
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Termination Joseph Nostro	Security Guard/Step 1	Security	04/28/08
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**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
June 18, 2008

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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Ryan Baez	Page/Step 1	Computer Services	06/18/08
Peter Zuchowski	Page/Step 1	Youth Services	06/18/08

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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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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Promotion Kathleen Morris	FT Library Clerk/Step 7	Reference Services	07/07/08
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