

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of February 19, 2009 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, February 19, 2009 at 10:00 AM in the Northport Board Conference Room.

1) CALL TO ORDER

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

Absent with prior notice was J. Ronald Gaudreault.

2) MINUTES OF PREVIOUS MEETING

Mrs. McGrail moved to approve the minutes of January 15, 2009 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 \$ 163,165.19, page 3703, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 285,497.98, page 3704, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 111,825.54, page 3705, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 193,509.56, page 3706, seconded by Mrs. Gladding and unanimously carried.

The Board accepted the payrolls for the periods ending:

January 20, 2009	Page 1962	\$ 151,570.08
January 23, 2009	Page 1963	182,939.02
February 06, 2009	Page 1964	187,161.59

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:

Director's Report (continued)

Joshua Muno, Northport-East Northport High School student who has been denied the privilege of using the library because of a consistent pattern of disruption of library operations, has been demonstrating outside the Northport library accompanied by several friends.

Civil Service upgraded and designated new titles for three library staff positions the Board approved for review in the 2009-2010 budget work session.

Staff will be notified on March 6, 2009 of the annual payroll audit to be conducted on March 20, 2009. All staff must pick up their pay checks and sign their names.

2008 Annual Report is being completed by Assistant Director Eileen Minogue.

Suffolk Cooperative Library System has offered a retirement incentive and will be downsizing its staff by March 31, 2009.

A Page manual revision project is being undertaken by Assistant Director Eileen Minogue with the Page supervisors.

Saturday, February 14, 2009 saw a successful first-ever on-line "book-a-trip" registration.

Senator Carl Marcellino met with Director Stephanie Heineman, Assistant Directors Eileen Minogue and James Olney, and other Library Administrators in his District to review and discuss the state of the New York State budget.

Assistant Director James Olney will represent the Northport-East Northport Libraries and travel to Albany to meet our Legislators for a lobby event on March 9 and 10.

The library received a citation from "Toys for Tots" for the staff's toy donations contributed in December 2008.

5) PERSONNEL REPORT

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

Mrs. McKay moved to approve "E Other" in the Personnel Report, seconded by Mrs. Gladding and unanimously carried. (one page attached)

6) PERIOD OF PUBLIC PARTICIPATION

Two Queens College students, Ms. Jung Jin Lee and Ms. Christine Kim, attended the meeting.

7) PROPOSAL FOR LANDSCAPE MAINTENANCE, 03/01/09 – 02/28/10

Mrs. McKay moved to accept the proposal of \$600. for the Northport library landscape maintenance and a proposal of \$300. for the East Northport library landscape maintenance for the period March 1, 2009 through February 28, 2010, both submitted by Brothers II, seconded by Mrs. Gladding and unanimously carried.

8) UNFINISHED BUSINESS

A. Northport Library Façade Failure

Replacement bricks have been located. They will be tested for “a match.” Work to commence next month in March.

B. LIBRARY2014

C. 163 Larkfield Road

A month’s rent for the emptied library storage on Jericho Turnpike will be returned to the library since we vacated the space a month earlier than the lease agreement. All storage is now being housed at the 163 Larkfield Road building.

9) OTHER BUSINESS

Trustee Andrea Gladding commented that the walkways that were cut into the hedges in the parking lot at Northport were difficult to navigate because of the snow and ice. Attempts will be made to keep them clear for patrons who have parked on the street.

10) DATE OF NEXT LIBRARY BOARD MEETINGS:

Tuesday, March 17, 2009, 6:00 PM – Regular Board Meeting

Tuesday, March 17, 2009, 7:30 PM – Public Hearing

Tuesday, April 14, 2009, 9:00 AM - 9:00 PM – Library Vote

Thursday, April 16, 2009, 10:00 AM – Regular Board Meeting

11) MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS STAFF CONTRACT

Mrs. Gladding moved to leave the regular meeting and convene in Executive Session to discuss the staff contract, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to adjourn the Executive Session and return to regular session, seconded by Mrs. McKay and unanimously carried.

Mrs. McGrail moved that the civil service positions Network and Systems Technician and Network and Systems Administrator, steps 1-20, be added to the salary scale April 2009 and that a stipend duplicating the one given to the head of Buildings and Grounds be given to the earmarked upgraded title of Senior Administrative Assistant, seconded by Mrs. McKay and unanimously carried.

12) ADJOURNMENT

Mrs. McKay moved to adjourn the regular meeting at 11:18 AM, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,



J. Ronald Gaudreault  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
February 19, 2009

**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>
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**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Kristin Cortina	Page/Step 5	Youth Services	01/30/09
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**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>
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<b>Promotion</b> Teresa Reichert	Senior Library Clerk/Step 9	Circulation	03/02/09
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