

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
Meeting of April 15, 2010 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, April 15, 2010 in the Board Conference Room of the Northport Library.

1) **CALL TO ORDER**

Chairperson Elizabeth McGrail called the meeting to order at 10:20 AM in the Board Conference Room of the Northport Library. Also attending were Ruth McKay, Patricia Flynn, Andrea Gladding, Robert Little, Director Eileen Minogue, Assistant Director James Olney, and resident Dove Thomas.

2) **MINUTES OF PREVIOUS MEETING**

Mrs. McKay moved to approve the minutes of February 18, 2010 as amended, seconded by Mrs. Gladding and unanimously carried.

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

A. Approval of warrants March 16, 2010

Mrs. McKay moved to approve warrant for \$ 200,235.53, page 3752, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 53,420.23, page 3753, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 302,928.75, page 3754, seconded by Mr. Little and unanimously carried.

The Board accepted the payrolls for the period ending:

February 19, 2010	Page 1992	\$ 185,133.81
March 05, 2010	Page 1993	191,792.83

A. Approval of warrants April 15, 2010

Mr. Little moved to approve warrant for \$ 208,819.37, page 3755, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 95,315.34, page 3756, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 214,401.71, page 3757, seconded by Mrs. Flynn and unanimously carried.

The Board accepted the payrolls for the period ending:

March 19, 2010	Page 1994	\$ 193,305.64
April 02, 2010	Page 1995	188,371.90

- B. Review of monthly expenditures
- C. Review of statistical summary
- D. Payroll Audit

Conducted the payroll of March 19, 2010.

- E. Acceptance of New York State Annual Report for Public and Association Libraries 2009

Mrs. McKay moved to accept the New York State Annual Report for Public and Association Libraries – 2009, seconded by Mrs. Gladding and unanimously carried.

4) ACCEPTANCE OF RESULTS OF LIBRARY BUDGET VOTE AND ELECTION OF TRUSTEE

Mrs. Gladding moved to approve results of library budget vote and re-election of Trustee Robert Little, seconded by Mrs. Flynn and unanimously carried.

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I CLAIRE J. SARSER, Clerk of the Meeting for the Special District Meeting of Northport-East Northport Union Free School District held on April 13, 2010, do hereby CERTIFY the following returns on the voting on the proposed Library Budget 2010/2011 and to elect one Library Trustee for a term of five years.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

PROPOSITION NO. 1:  
PROPOSED LIBRARY BUDGET  
\$ 9,139,100

LIBRARY TRUSTEE:  
Robert R. Little - 582  
Other – Write In - 0

YES – 569                      NO – 110

TOTAL VOTES CAST BUDGET - 679  
TOTAL VOTES CAST TRUSTEE - 582

Claire J. Sarser, Clerk of the Special District Meeting  
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5) PERSONNEL REPORTS – March 2010 and April 2010

March 2010:

Mrs. Gladding moved to approve “B New Employees” in the Personnel Report, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve “C Resignations” in the Personnel Report, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve “E Other” in the Personnel Report, seconded by Mrs. McKay and unanimously carried.

**PERSONNEL REPORT ADDENDUM March 2010**

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

**PERSONNEL REPORT April, 2010:**

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

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

**PERSONNEL REPORT ADDENDUM April 2010**

Mrs. Gladding moved to approve "E Other" in the Personnel Report Addendum, seconded by Mrs. Flynn and unanimously carried.

**6) COMMUNICATIONS**

A letter was received from patron Howard Mandell reporting that "the Honor System for the computer printer is not working" stating that he observed two people making 100 copies and leaving without paying. Administration has already discussed this concern to the patron's satisfaction

**7) DIRECTOR'S REPORT**

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

**ADMINISTRATION** – Assistant Director's participation in NYLA's Annual Legislation Lobby Day in Albany on March 2 provided the opportunity to meet with Senator Marcellino, Senator Flanagan and Assemblyman Raia and their staff. Two webinars attended to keep informed on "Information Literacy" and "Marketing: the Medium and the Message."

**ADMINISTRATIVE ASSISTANT**-Preparation of the New York State Annual Report and the challenge of securing new budget vote workers were the focus.

**ADULT SERVICES** - Department Head's representation on the SCLS Cooperative Collection Development Committee to address the concern about "losing collection depth" in the county. Our subject Speciality of Art and Architecture made the top five subjects, being fifth, of highest total circulation (59,298).

**BUILDINGS & GROUNDS** - A third snowstorm called this whole department to again "rise to the occasion" to provide safe building access for staff and patrons. Our new replacement flagpole was installed.

**CIRCULATION – EN - SCLS** has called upon our Department Head, with staff involved in the online program registration, to represent the County, and meet with the Innovative Interfaces, Inc. representative to provide valuable feedback on adding enhancements to their system.

**CIRCULATION - NPT -** Circulation continues at high levels with more than 1,000 items checked out in one day.

**COMMUNITY SERVICES -** Brisk attendance at programs included 134 patrons at a Sunday Family Special held on one of the warm weather days this winter. AARP tax preparation has helped patrons financially and the response is positive.

**EAST NORTHPORT - “Read, Ride and Return”** outreach has been popular with railroad riders. We placed 200 paperbacks at the station to fill the need.

**CLIENT SERVICES -** The expansion of the “Taking the Stacks to the Street” has produced the newest bibliographies on Travel and Special Occasions.

**NETWORK & SYSTEMS -** The upgrades of services running virtualization infrastructure was performed on the Presidents’ Day holiday to minimize library operations impact.

**PALS/TECH SERVICES -** SCLS has partnered with this Department Head to update the cataloging rules which will benefit patrons and the entire county’s member library staff.

**YOUTH SERVICES –** The Winter Reading Club, in its second year, attracted 79 families to participate.

**8) NON-CONTRACT STAFF SALARIES**

Mrs. McKay moved to approve Non-Contract Staff Salaries, seconded by Mrs. Gladding and unanimously carried.

**9) PERIOD FOR PUBLIC EXPRESSION**

Ms. Dove Thomas attended the meeting expressing “I love the library.”

**10) SCLS PROPOSED AND RECOMMENDED RESOURCE SHARING CODE AMENDMENTS**

Mrs. Gladding moved to approve the SCLS proposed and recommended resource sharing code amendments, seconded by Mrs. Flynn and unanimously carried.

**11) NEW BUSINESS**

The Director will contact General Services, Town of Huntington, regarding the ball fields immediately adjacent to the East Northport Library concerning baseballs hitting cars in the library parking lot.

11) New Business (continued)

Mr. Little requested Administration to draft a policy to help guide staff members when assisting patrons trouble shooting their personal electronic equipment.

12) DATES OF NEXT LIBRARY BOARD MEETINGS

Thursday, May 20, 2010, at 10:00 AM - Regular Board Meeting  
Meeting to be held on the lower level of the East Northport Library.

Thursday, June 17, 2010, at 10:00 AM - Regular Board Meeting

13) ADJOURNMENT

Mr. Little moved to adjourn the meeting at 11:59 AM, seconded by Mrs. McKay and unanimously carried.

Respectfully submitted,

Ruth McKay  
Secretary

*Ruth McKay* / *Azob AMKra.*

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
March 16, 2010

<b>A. Salary Increase</b>			
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
<b>B. New Employees</b>			
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Kaelie Kelleher	Page/Step 1	Youth Services – EN	03/17/10
<b>C. Resignations</b>			
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Christine Biancavilla	Page/Step 2	Youth Services – EN	03/04/10
<b>D. Retirement</b>			
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
<b>E. Other</b>			
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
<b>Request for Leave Without Pay</b>			
Margaret Brozek	Librarian IV	Administration	04/11/10 – 04/11/11
<b>Salary Correction</b>			
Michael Cavallaro	Page/Step 10	Computer Services	01/04/10
Benjamin Kramer	Page/Step 4	Computer Services	01/04/10

**PERSONNEL REPORT  
ADDENDUM**

Approval of the Following Personnel Matters  
March 16, 2010

**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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**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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**Promotion**

Courtney Oswald	PT Library Clerk/Step 1 (presently page)	PALS/Tech Services	03/29/10
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**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
April 15, 2010

**A. Salary Increase**  
**Name**

**Position & Grade/Step**

**Department**

**Effective Date**

**B. New Employees**  
**Name**

**Position & Grade/Step**

**Department**

**Effective Date**

Timothy Bradford  
Rachel Boerke  
Annalee Barclay

Page/Step 1  
Page/Step 1  
Page/Step 1

Adult Services – EN  
Youth Services – EN  
Youth Services – EN

04/09/10  
04/19/10  
04/19/10

**C. Resignations**  
**Name**

**Position & Grade/Step**

**Department**

**Effective Date**

**D. Retirement**  
**Name**

**Position & Grade/Step**

**Department**

**Effective Date**

**E. Other**  
**Name**

**Position & Grade/Step**

**Department**

**Effective Date**

Olivia D'Accordo

Seasonal Page/Step 5

Youth Services – Npt 05/17/10 – 08/31/10



**PERSONNEL REPORT  
ADDENDUM**

Approval of the Following Personnel Matters  
April 15, 2010

**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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**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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**Promotion**

Diane DeMartino	FT Library Clerk/Step 5 (presently part time)	Circulation – Npt	05/10/10
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**Temporary Appointment**

Eileen Heinzman	Cashier/Step 1	Accounting	04/19/10 – 7/19/10
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