

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of December 16, 2010 Approved

The regular monthly meeting of the Northport-East Northport Library was held on Thursday, December 16, 2010, in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Andrea Gladding called the meeting to order at 10:04 AM. Also attending were Ruth McKay, Elizabeth McGrail, Robert Little, Patricia Flynn, Director Eileen Minogue and Assistant Director James Olney.

Nancy Morcerf, new East Northport Branch Head and Michelle Epstein, new Adult Services Head were introduced to the Board.

2) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of November 18, 2010 as amended, seconded by Mrs. McGrail and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mr. Little moved to approve warrant for \$ 760,793.64, page 3782, seconded by Mrs. McGrail and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 108,174.26, page 3783, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 15,539.10, page 3784, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 199,320.84, page 3785, seconded by Mrs. McGrail and unanimously carried.

The Board accepted the payrolls for period ending:

November 26, 2010	Page 2012	\$ 192,739.35
December 10, 2010	Page 2013	193,479.52

B. Review of monthly expenditures

C. Review of statistical summary

D. 2009/2010 Audit allocation of designated funds

Mrs. McGrail moved that based on the recommendations from the 2009/2010 audit by Bayside CPA PLLC presented at the November 18, 2010 Board meeting, changes to the names of funds designated for specific purposes need to be approved, seconded by Mrs. McKay and unanimously carried:

## 2009/2010 Audit allocation of designated funds (continued)

- Dissolve the *designated fund for Early Retirement*, presently in the amount of \$100,000, and create a new *designated fund for Retirement* in the amount of \$100,000.
- Dissolve the *designated fund for sick benefits to employees over 25 years of service*, presently in the amount of \$233,132, and create a new *designated fund for accrued sick benefits in the amount of 30% of liability at year end* in the amount of \$233,132.

## 5) 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:

**Accounting** - The distributions of staff raises, retroactive payments and deferred compensation as related to the new staff contract have been accomplished with the help of the Administrative Assistant.

**Administrative Assistant** - The redesigned Friends of the Library brochure mailed widely in a membership drive has netted \$740. to date.

**Adult Services** - The new Department Head Michelle Epstein has been conducting a "listening tour" among the staff to review, assist and provide her own perspective for recommendations and initiatives.

**Buildings & Grounds** - The "relamping" of the East Northport mezzanine has dramatically improved the lighting for patrons while the department also attended to the "deer-in-the-fence" fix, the fire extinguisher incident and bedbug inspection scheduled for December 20.

**Circulation-NPT** - The staff "rose to the occasion" when the fire extinguisher accidentally discharged and they accomplished "behind-the-scenes" work, as well as relocating to East Northport where patrons were directed upon the closing of the Northport building.

**Community Services** - Programs drew high attendance:

Ghosts of Long Island, 70; Snapshots in time: Tales of Our Community, 50; Annual Rotary Jazz Concert, 138; and Professor Michael Libresco-D'Innocenzo's Writers and Themes for the 21<sup>st</sup> Century, 180, for which a patron's evaluation survey is being conducted related to the new format.

East Northport - The new Branch Librarian now responsible for overseeing the café continues with her annual negotiations for the library's extensive electronic resources while also working with Homebound Patron Outreach which is under the new Client Services Librarian Denise Campbell's responsibilities.

Network & Systems - The library will be hosting its own email server for staff. New computer gaming software has been installed for teen and adult patrons.

Investigation of acquiring a book scanner, which patrons have inquired about, has been completed and now awaiting vendor upgrades.

Youth Services - The new "drop in" programs have been very popular resulting in many new library cards. The Parents' Center, which the library is now running without the school district, has continued with quality programs provided by the Cornell Cooperative Extension.

Administration - Three sessions of the State-mandated Annual Violence Prevention in the Workplace were conducted with two domestic violence speakers.

The support of the Community's efforts to memorialize patrons Connele and Ann Pabo through engraved Teen Center tables concluded at the November 29, 2010 dedication with seventy-five people in attendance.

The partnership with the Northport Veterans Medical Center and outreach to veterans and their families highlighted in the November newsletter issue received positive patron response. Our November visit to the American Legion Post meeting with Michelle Vagner, Reference Librarian, drew rave reviews by veterans in survey responses.

#### 6) PERSONNEL REPORT

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

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

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

One page attached

#### 7) REVISION OF PROCUREMENT GUIDELINES

Mrs. Flynn moved to approve the revision of the Northport-East Northport Public Library Procurement Guidelines Policy, seconded by Mr. Little and unanimously carried.

**8) IMPLEMENTATION OF A NETWORK FIREWALL**

Mrs. Flynn moved to approve the implementation of a network firewall, seconded by Mr. Little and unanimously carried as follows:

**Resolution**

Whereas the Board of Trustees of the Northport-East Northport Public Library recognizes the need for a network firewall for the Northport-East Northport Library to further protect our computer network, and whereas part of this protection will prevent users, both public and staff, from accessing websites containing computer malware and viruses and also prevent access to inappropriate material as agreed to in the Northport-East Northport Public Library's Computer Use Policy;

Now, therefore be it resolved that the Board of Trustees of the Northport-East Northport Public Library approved the implementation of a new computer network firewall.

**9) DOCUMENTATION OF DEPARTMENTAL PROCEDURES**

Mr. Little moved to approve the documentation of departmental procedures, seconded by Mrs. McGrail and unanimously carried.

**Resolution**

Be it resolved that the Board of Trustees of the Northport-East Northport Public Library approved the provision for departments to have all their procedures documented in department manuals and kept current to retain institutional knowledge for the sake of our library and the entire library community.

**10) PERIOD FOR PUBLIC EXPRESSION**

**11) UNFINISHED BUSINESS**

A copy of a letter sent by Michael D. Hervey, Chief Operating Officer, Long Island Power Authority, to Town of Huntington Supervisor Frank P. Petrone was received by Director Eileen Minogue where he states he is agreeing to meet with "parties of interest" concerning the "tax petitions recently filed by the Long Island Power Authority and National Grid."

Mrs. Andrea Gladding, as Board Chairperson and Eileen Minogue, as Library Director, have been invited to be members of the LIPA Assessment Advisory Committee, newly established by the Huntington Town Board. The committee, which has it's first meeting on December 13, is charged with receiving input and feedback from representatives of all the impacted taxing jurisdictions and the community as a whole and in working to formulate a plan of action.

**12) OTHER BUSINESS**

13) DATES OF FUTURE MEETINGS

Thursday, January 20, 2011

10:00 AM

Budget Work Session

11:00 AM

Regular Board Meeting

Wednesday, February 16, 2011

10:00 AM

Regular Board Meeting

14) Mrs. McGrail moved to leave the Regular Meeting and convene in Executive Session to discuss a staff contract, seconded by Mrs. McKay and unanimously carried.

Mr. Litle moved to adjourn

the Executive Session and return to the Regular Meeting, seconded by Mrs. McGrail and unanimously carried.

Mr. Little moved to accept the contract made by and between the Board of Trustees of the Northport-East Northport Public Library and the Administration of the Northport-East Northport Public Library effective July 1, 2010 – June 30, 2012, seconded by Mrs. McGrail and unanimously carried.

15) ADJOURNMENT

Mr. Little moved to adjourn at 12:28 PM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,



Patricia Flynn  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
December 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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Michelle Athanas	Librarian I/Step 3	Adult Services	12/30/10
Jaclyn DeStefano	PT Librarian Trainee/27 Credits	Youth Services	12/27/10*
*pending Civil Service authorization			

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Timothy D'Agostino	Page/Step 1	Computer Services	11/29/10
Karl Johnson	Guard/Step 1	Security	12/03/10
Bionca Hinton	Page/Step 5	Youth Services – Npt	08/13/10

**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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Seasonal Page Peter Zuchowski	Page/\$7.90 per hour	Network & Systems	12/20/10 – 01/25/11
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