

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Meeting of November 15, 1994

The regular monthly meeting of the Board of Trustees was held on November 15, 1994 in the Northport library.

C. Annette Carr called the meeting to order at 7:00 p.m. Also attending were Stuart Goldblatt, Michael Glennon, Ruth McKay, Nancy Schuman, Director Stephanie Heineman and Assistant Director Eileen Minogue.

Douglas McNally, library counsel, attended for the Building Program discussion.

Mr. Glennon moved to convene to Executive Session, seconded by Mr. Goldblatt and unanimously carried.

BUILDING PROGRAM

Mr. McNally reviewed with the Board the progress he has made in acquiring 173 Larkfield Road.

Mrs. McKay made a motion to move out of Executive Session to the regular meeting, seconded by Ms. Schuman and unanimously carried.

Mr. Goldblatt moved to go to the regular meeting, seconded by Mr. Glennon and unanimously carried.

REGULAR MEETING

BUILDING PROGRAM

Mr. Goldblatt moved to accept **Resolution of Board of Trustees** dated November 15, 1994, seconded by Mr. Glennon and unanimously carried.

(see attached page)

Mrs. McKay moved to accept resolution **Short Environment Assessment Form** which authorizes the Director to execute a short environmental form on behalf of the library, seconded by Ms. Schuman and unanimously carried.

CLEANING CONTRACT

Mrs. McKay moved to have the Director sign the building maintenance contract with Martins Building Maintenance Corporation, 476 Burkhard Avenue, Williston Park, New York for the yearly fee of \$18,960.00, after a representative from Martins signs the contract, seconded by Ms. Schuman and unanimously carried.

MINUTES OF PREVIOUS MEETING

Mr. Glennon moved to accept the minutes of October 19, 1994 as amended, seconded by Mr. Goldblatt and unanimously carried.

FINANCIAL SECRETARY & TREASURER'S REPORT

Mr. Glennon moved to approve warrant, page 2302, in the amount of \$101,124.08, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant, page 2303, in the amount of \$85,754.71, seconded by Mr. Goldblatt and unanimously carried.

Mrs. McKay moved to approve warrant, page 2304, in the amount of \$89,100.09, seconded by Ms. Schuman and unanimously carried.

Ms. Schuman moved to approve Capital Reserve Fund warrant, page 2308, in the amount of \$3,430.60, seconded by Mr. Glennon and unanimously carried.

The Board accepted the payroll for the period ending:

October 21, 1994	page 1465	\$89,765.58
November 4, 1994	page 1466	85,009.58

COMMUNICATIONS

Letters were received from:

Trustee Nancy Schuman thanking the Board, Director and Assistant Director for their gift and message of sympathy on the death of her mother.

Stuart Goldblatt from Italy.

Ruth McKay from the Colorado River, Arizona.

Gary Zieve thanking the library for their quick response to his request to remove the shrubs in front of the Northport library.

DIRECTOR'S REPORT

The Director reported that she and the Assistant Director have begun a self-evaluation program with the full time staff. There is a round table discussion. The staff is given a self-evaluation packet to complete. Ultimately the staff members are met on a one to one basis with the Director and Assistant Director. The Director reported she felt the program was a very "effective process."

In the future the insurance policies with the Volmer Agency will be restructured so that they run with the fiscal year.

The Director reported that a correction has been made on page 16 in the **Public libraries in Suffolk County Statistical Policy Survey** to change the Northport library listing of 20 paid holidays to 10.

PERSONNEL

Mr. Glennon moved to approve "A" Salary Increase of the Personnel Report as follows:

Magda Pearlman, page/step 5, Reference, effective 11/20/94, seconded by Mr. Goldblatt and unanimously carried.

PERSONNEL (cont.)

Mr. Goldblatt moved to approve "B" New Employees of the Personnel Report as follows:

Mary Burg, page/step 1, Reference, 11/14/94; Evelyn Degen, part-time Librarian I, Step 1, Reference, 11/9/94, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve "C" Resignations of the Personnel Report as follows:

Mark Rokoff, page/step 6, Children's, 8/30/94; Christina Dubitsky, page/step 1, Reference, 10/16/94, seconded by Ms. Schuman and unanimously carried.

Ms. Schuman moved to approve "D" Retirement of the Personnel Report as follows:

Patricia Chwat, Princ. Library Clerk/step 20, Tech. Processing, 1/3/95, seconded by Mr. Glennon and unanimously carried.

Mr. Glennon moved to approve "E" Parental Leave as follows: Nancy Morcerf, Librarian II/Step 8, Computer/Tech. Services, Birth of Child, seconded by Mr. Goldblatt and unanimously carried.

A note was received from Patricia Chwat requesting her resignation as Principal Library Clerk due to her retirement.

A note was received from Nancy J. Morcerf requesting a six month, part-time parental leave after the birth of her child.

Mrs. McKay moved to approve Lisa G. Herskowitz a leave of absence from her position as part-time children's Reference Librarian from December 26, 1994 through January 3, 1995, seconded by Ms. Schuman and unanimously carried.

Ms. Schuman moved to allow Judith L. Quarry, Librarian I, a leave without pay for the week of December 24, 1994 to December 31, 1994, seconded by Mr. Glennon and unanimously carried.

NEW BUSINESS

The Board voted unanimously for Renee S. Steinig of Dix Hills as Trustee to the SCLS.

The Board, Director and Assistant Director have been invited to participate in the presentation to bury the time capsule in Northport Village on November 19, 1994 at 10:30 a.m.

DATES OF FUTURE MEETINGS

Mr. Glennon moved to adapt the **SCHEDULE OF FUTURE MEETINGS**, seconded by Mr. Goldblatt and unanimously carried.

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DATE OF NEXT MEETING

Tuesday, December 20, 1994 at 4:15 p.m.

ADJOURNMENT

Mr. Goldblatt moved to adjourn at 8:35 p.m., seconded by Mrs. McKay and unanimously carried.

Respectfully submitted,

Ruth McKay

Ruth McKay
Secretary

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

RESOLUTION OF BOARD OF TRUSTEES
NOVEMBER 15, 1994

At a meeting of the Board of Trustees of the Northport-East Northport Library held on the 15th day of November, at the Library located at 151 Laurel Avenue, Northport, New York, the following resolution was offered by Trustee STUART GOLDBLATT seconded by Trustee MICHAEL L. GLENNON, and unanimously carried:

WHEREAS, pursuant to the direction of this Board the Director has negotiated a contract for the purchase of the real property and improvements located at 173 Larkfield Road, East Northport, New York, upon the terms detailed in the annexed contract with James and Helene Loizos, and

WHEREAS, such purchase involves execution of the annexed lease with Geraldine Macedonio and payment to her of the sums described in the annexed agreement with Geraldine Macedonio, and

WHEREAS, it is the judgment of this Board that the acquisition of such property and execution of the related lease are in the interest of the Library, as such property will be available for future expansion of the East Northport facility, and

WHEREAS, the Board wishes to comply with all requirements of the New York State Environmental Quality Review Act (SEQRA) in connection with such purchase, and

WHEREAS, the Board wishes to make certain findings in connection with their SEQRA review, and

WHEREAS, the Board wishes to authorize its Chairperson, C. Annette Carr to execute the annexed contract and agreement on behalf of the Board, to attend the closing and execute all closing documents, including but not limited to the mortgage note, mortgage and lease as described in the annexed documents, and

WHEREAS, the Board wishes to authorize the expenditure of all funds necessary to take title to the property as contemplated in the annexed contract and agreement, and

WHEREAS, the Board has reviewed the annexed environmental assessment form prepared by George Beatty, A.I.A., the annexed engineering consultation report prepared by George Beatty, A.I.A., and the Phase I Environmental Audit by Benito P. San Pedro, P.E.:

NOW, THEREFORE, it is resolved as follows:

1. The Board of Trustees shall serve as lead agency in connection with the SEQRA review of this project.
2. The Board determines that the acquisition of such property is an unlisted action.
3. The Board, as lead agency, hereby determines that the purchase of the property and improvements known as 173 Larkfield Road, East Northport, in accordance with the annexed contract will not have a significant effect on the environment, and as a result a draft environmental impact statement will not be prepared.
4. The Board of Trustees hereby authorizes C. Annette Carr as

Chairperson of the Board of Trustees to execute the annexed contract and agreement on behalf of the Board and, further, to attend the closing and execute all documents necessary to effect the closing in accordance with the contract and agreement, which documents shall include but not be limited to the note and mortgage detailed in the contract and the lease detailed in the agreement.

5. The Board authorizes the expenditure of all funds necessary to take title to the premises and carry out the terms of the contract, agreement and lease.

THE ABOVE RESOLUTION IS HEREBY CERTIFIED BY ME TO BE A TRUE AND ACCURATE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES OF THE NORTHPORT-EAST NORTHPORT LIBRARY AT A MEETING HELD ON NOVEMBER 15, 1994.

11/15/94
Date

By: Ruth J. McKay
Ruth McKay, Secretary Board of Trustees