

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Meeting of December 20, 1994

The regular monthly meeting of the Board of Trustees was held on December 20, 1994 in the Northport library, C. Annette Carr called the meeting to order at 4:15 p.m. Also attending were Michael Glennon, Ruth McKay, Nancy Schuman, Stuart Goldblatt, Director Stephanie Heineman and Assistant Director Eileen Minogue.

MINUTES OF PREVIOUS MEETING

Mr. Goldblatt moved to accept the minutes of November 15, 1994 as amended, seconded by Mr. Glennon and unanimously carried.

FINANCIAL SECRETARY & TREASURER'S REPORT

Mr. Glennon moved to approve warrant, page 2309, in the amount of \$101,670.23, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant, page 2310, in the amount of \$87,829.91, seconded by Ms. Schuman and unanimously carried.

Ms. Schuman moved to approve warrant, page 2311, in the amount of \$95,598.66, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant, page 2312, in the amount of \$95,402.47, seconded by Mr. Glennon and unanimously carried.

The Board accepted the payroll for the period ending:

November 18, 1994	page 1467	\$88,170.91
December 2, 1994	page 1468	85,313.61
December 16, 1994	page 1469	85,639.25

COMMUNICATIONS

Letters were received from:

Pat Chwat thanking the Board for their gift on the occasion of her retirement.

Lynn M. Capobianco, Library Media Specialist, Northport Middle School, extending thanks and appreciation for the recent Orientation Program presented to the sixth graders.

Hilda Bowers informing the library of the "delightful experience" she had while registering her grandchild for "Tales for Two" on December 17, 1994.

DIRECTOR'S REPORT

The Director reported that it was a busy and active month. The Director and Assistant Director met with Concetta Pipia, one of our ABLE ADVISORS and a patron who uses a wheelchair and Todd Harvey, architect, to discuss what areas in the library need to be changed to allow for patrons with disabilities to use all the facilities the library has to offer.

Director's Report (cont.)

Three problem areas mentioned by Ms. Pipia were 1) the copy machine area, 2) the career center, and 3) the reference computer table being too low. Two suggestions made by Ms. Pipia will be acted upon immediately. One, to install a door bell or signal to inform the Circulation Desk that a patron with a disabilities would like assistance into the building. Two, a computer station that would be chosen so it would also be suitable for the renovated library. The Director will offer a recommendation to the Board of suggested proposed changes. The Director pointed out the desirability of upgrading the security system to remove equipment barriers at the entrance door and suggested ways that that could be accomplished.

Helen Miller of the Suffolk County Civil Service Dept. examined the payroll audit for certification.

The SCLS proposed restructuring plan of services will be submitted after the first of the year to the Boards of member libraries for their vote.

The Director discussed various computer systems Gaylord System 06 and CLSI libraries are investigating; and informed the Board of the efforts being made by these libraries to migrate to the same system.

Henry Graber, library accountant, met with the Director and Assistant Director to give his advice on budget preparation. He suggested the budget should be more of a planning tool and less a prediction.

The Director and Assistant Director are continuing with their Professional Performance & Development Appraisal Self Evaluation program with the staff, Librarian I's.

The Director and Assistant Director hosted their annual staff holiday party. Sixty staff members attended in two shifts.

PERSONNEL

A note was received from Lucille Passione resigning her position as a page for technical processing effective December 16, 1994.

Mrs. McKay moved to approve "A" Salary Increase of the Personnel Report as follows:

Jaclyn Henneberry, Page/Step 2, Reference - Npt., effective 12/13/94; Robert Friedrich, Page/Step 7, Reference - EN, effective 12/22/94; Sean Oliva, Page/Step 2, Reference - EN, effective 12/27/94; Melissa Turano, Page/Step 4, Childrens - EN, effective 12/28/94; Janice Hnath, Page/Step 4, Reference - Npt., effective 12/30/94, seconded by Ms. Schuman and unanimously carried.

Personnel (cont.)

Ms. Schuman moved to approve "B" New Employees of the Personnel Report as follows:
Margaret Doran, Page/Step 7, Accounting/Tech Service, effective 12/2/94, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve "C" Resignations of the Personnel Report as follows:
Jerilynn Pace, Account Clerk Typist/Step 5, Accounting, effective 11/18/94; Lucille Passione, Page/Step 3, Tech Processing, effective 12/16/94, seconded by Mr. Glennon and unanimously carried.

Mrs. McKay moved to approve "E" Other of the Personnel Report as follows:
Margaret Davenport, Principal Lib. Clerk/Step 13, Tech. Processing, effective 12/8/94; Carol Senatore, F/T Clerk/Typist Step 4, Tech. Processing, effective 12/12/94 seconded by Ms. Schuman and unanimously carried.

BUILDING PROGRAM

The Director informed the Board of the progress made in acquiring 173 Larkfield Road.

Mr. Goldblatt moved to instruct the Library attorney to proceed with adverse possession litigation to enable us to acquire the two foot wide strip between 173 Larkfield Road and the East Northport library, seconded by Ms. Schuman and unanimously carried.

NEW BUSINESS

Proper Conduct in the Library Policy

The Director is drafting a Proper Conduct in the Library Policy document.

Reconsideration of Library Materials

A note has been received from Richard O'Leary of Northport. He is objecting to the library having "Dragon" magazine in the YA collection. The Director has responded by letter stating that the library is presently engaged in re-evaluating the holdings of the Young Adult magazine collection. Mr. O'Leary will be asked to fill out a Reconsideration of Library Materials form.

DATE OF NEXT MEETING

Thursday, January 26, 1995 at 7:00 p.m.

ADJOURNMENT

Mrs. McKay moved to adjourn at 5:42 p.m., seconded by Mr. Glennon and unanimously carried.

Respectfully submitted,

Ruth McKay
Secretary