

## REGULAR BOARD MEETING

## NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Meeting of July 17, 1997

**MINUTES OF PREVIOUS MEETING**

Mrs. Carr moved to approve the minutes of June 19, 1997 as presented, seconded by Mrs. McKay and unanimously carried.

**FINANCIAL SECRETARY & TREASURER'S REPORT**

Mrs. McKay moved to approve warrant for \$101,947.36, page 2588, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant for \$135,489.46, page 2589, seconded by Mrs. McGrail and unanimously carried.'

Mrs. McGrail moved to approve warrant for \$109,714.72, page 2590, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$2,300.00, page 2600, **CAPITAL RESERVE FUND**, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$66,964.79, page 2601, **EAST NORTHPORT BUILDING FUND**, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant for \$153,790.00, page 2602, **EAST NORTHPORT BUILDING FUND**, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$20,582.05, page 2603, **NORTHPORT BUILDING FUND**, unanimously carried.

The Board accepted the payroll for the period ending:

June 27, 1997	page 1546	\$85,960.05
July 11, 1997	page 1547	88,791.53

**COMMUNICATIONS**

A card was received from Ronnie Perdue of the Fifth Avenue School thanking the library for helpful and prompt service this year.

**DIRECTOR'S REPORT**Building Program

The Director provided the Board with a tentative timetable related to the building program over the next several months. A realistic projection for East Northport Library opening is October 4 with a ribbon-cutting ceremony planned for Sunday, November 9. Plans for closing the interim site on August 11 are being finalized with notification via flyers, bookmarks and August newsletter going out to the public.

Reading Club

There are more than 1,200 children signed up as of July 15. This is a resounding statement of the successful approach the Children's Department has taken including school visitations to all elementary schools in the district.

Telephone Bid

The telephone bid was opened July 11 and the award to the successful bidder will be requested of the Board today.

Cafe

The Director and Assistant Director met with Mary Ellen Moll, Peg Vespe and library attorney Doug McNally, to review the proposal from the vendor Alyssa Food Corporation. A second meeting with representation from Alyssa to finalize the terms of an agreement with additions and changes was held. Authorization by the Board to execute a contract with Alyssa will be requested today.

Library Annual Audit

The audit by our accountant Henry Graber & Co. is being conducted this month. The year has been complex accounting-wise because of the dual-building program.

Retirement Incentive Update

The Director informed the Board of the status of the staff members who had planned to participate in the incentive being offered by the Board.

Author Visit

Based on her reading Michael Glennon's article on our building program, and several follow-up conversations with the Director, author Mary Ann Craft requested a visit to our library to consult with us on her book Turning Library Initiatives to Funding Advantages.

Site Visits

Staff site visits to the new East Northport Library continue with an anticipated completion by the end of July.

Northport Library Furniture and Color Design

Beatty Harvey and Associates will present a first concept for Northport's furniture style and color selection.

Annual Thank You

Today's meeting marked two important dates - the tenth anniversary of the Director's first Board Meeting, as well as the East Northport Library Groundbreaking a year ago. The Director expressed appreciation for the opportunity to have worked with a capable staff. All of the Board members whose positive energy and dedicated efforts have moved us forward were individually recognized. Additionally, special recognition to Michael L. Glennon Chairperson and Building Program Liaison, for his support during this year of construction. Also, library Attorney Doug McNally was recognized by the Director for his ever-wise counsel, sidekick Eileen Minogue, Assistant Director, was given praise.

**PERSONNEL REPORT**

Mrs. McKay moved to approve "A" Salary Increases in the Personnel Report as follows:

Andrew Granelli, Page/Step 3, Ref-Npt, 7/31/97; Marian Rowland, Page/Step 5, Ref-Npt, 7/20/97, seconded by Mr. Goldblatt and unanimously carried.

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

Allison Limbacher, Page/Step 1, Ref-EN, 6/23/97, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve "C" Resignations in the Personnel Report as follows:

Sara Herman, Page/Step 1, Children's-Npt, 6/13/97, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve "E" Other in the Personnel Report as follows:

Magda Pearlman, p-t Library Clerk/Step 1, Circulation, 6/17/97, (Transfer from Page to Library Clerk), seconded by Mrs. McKay and unanimously carried.

Mrs. Carr moved to approve "E" Other in the Personnel Report as follows:

**Summer Reading Club**

Andrea Avena, Page/Step 5, Children's, 7/7/97 to 8/9/97; Melissa Voizard, Page/Step 5, Children's, 7/8/97 to 8/9/97, seconded by Mrs. McKay and unanimously carried.

**SELECTION OF CAFE VENDOR**

Mrs. Carr moved to approve the Resolution as follows:

**RESOLUTION**

**WHEREAS**, by Resolution dated June 19, 1997, the Trustees authorized the Director to negotiate an agreement for provision of cafe, vending and catering services at the Northport and East Northport libraries with a vendor who, in the judgment of the Director, can meet the requirements and criteria detailed in such Resolution, and

**WHEREAS**, the Director has reported to the Trustees at a meeting held this date that she has negotiated such an agreement with Alyssa Food Vending Services, Inc., and recommends granting of a three (3) year franchise for the Northport and East Northport libraries, subject to the right of the Trustees to cancel upon sixty (60) days notice, and

**WHEREAS**, after review of the terms of such agreement as outlined in the letter of counsel dated July 15, 1997, it is the consensus of the Trustees that Alyssa Food Vending Services, Inc. will meet the criteria and requirements of the Trustees and that the execution of a contract for provision of library cafe, vending and catering services is in the interest of the Library.

**NOW, THEREFORE**, be it resolved that the Director is authorized to execute a contract for provision of cafe, vending and catering services with Alyssa Food Vending Services, Inc. for both the East Northport and Northport libraries upon the terms detailed in this letter of counsel to the Trustees dated July 15, 1997.

Seconded by Mrs. McGrail and unanimously carried.

**OTHER**

The Village of Northport has sent the library correspondence regarding "traffic calming" as an alternative approach to safe pedestrian crossing Laurel Avenue. The Village is seeking input from our architectural team regarding feasibility.

**TELECOMMUNICATIONS SYSTEM BID**

Mrs. McKay moved to approve the following resolution:

**RESOLUTION**

Be it resolved, that based on the bid offering dated July 11, 1997, and the accompanying Director's Report, Central Telecom of N.Y., Inc. is awarded the Northport-East Northport Public Library Telecommunications System to include Furnishings, Delivery, Installation and Service in the amount of \$1,612.80/Month for 36 months with a \$1 buy-out. The Director of the Library is hereby authorized to enter into and execute all contracts necessary to carry out the terms of this award.

Seconded by Mr. Goldblatt and unanimously carried.

**DATE OF NEXT MEETING**

August 21, 1997 at 10:30 a.m. (Financial only)

**ADJOURNMENT**

Mr. Goldblatt moved to adjourn at 2:25 p.m., seconded by Mrs. McGrail and unanimously carried.

Ruth McKay  
Secretary

