

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of November 19, 1998

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on November 19, 1998 in the Community Room of the Northport Library.

Michael Glennon called the meeting to order at 3:10 p.m. Also attending were Ruth McKay, Stuart Goldblatt, C. Annette Carr, Elizabeth McGrail, Director Stephanie Heineman and Assistant Director Eileen Minogue.

Douglas McNally, Library counsel, also attended.

Henry Graber and Albert Coster, library accountants, of Graber & Co. also attended.

MINUTES OF PREVIOUS MEETING

Mrs. Carr moved to approve the minutes of October 15, 1998 as amended, seconded by Mr. Goldblatt and unanimously carried.

FINANCIAL SECRETARY & TREASURER'S REPORT

Mr. Goldblatt moved to approve warrant for \$149,195.84, page 2855, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$4,429.72, page 2856, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$145,631.86, page 2857, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant for \$34,470.33, page 2858, NORTHPORT BUILDING FUND, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$84,286.85, page 2859, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$172,517.65, page 2860, seconded by Mr. Goldblatt and unanimously carried.

The Board accepted the payroll for the period ending:

October 16, 1998	page 1584	\$117,869.25
October 30, 1998	page 1585	111,083.79
November 13, 1998	page 1586	106,700.12

COMMUNICATIONS

Communications were received from:

Kathy Mallett, NYU Graduate Student, thanking Mrs. Minogue for "all the time you dedicated to assist me in completing my assignment for my architecture class."

Thomas A. Tarantowicz, Director Sayville Library, thanking Mrs. Heineman for arranging the tour of the East Northport Library for the Sayville Library Trustees and staff.

Joan Callaghan, 2nd Vice President of The Huntington Club, thanking the Library for allowing them the use of the Northport Library Community Room.

DIRECTOR'S REPORT

The Director's Report was given orally and she discussed the following:

Both libraries are now giving full service.

October is Computer Learning Month. 165 people attended the following computer programs:

Input-Output: Computers in the Library given by Carol Brand and Nancy Morcerf. (The Board will have an opportunity to see this program on December 17.)

Netwalk Basics with James Olney.

Computer Pages: Will be scanning all bar codes on material patrons use; We will then have statistics of what is being used inhouse for our Annual State Report.

Millenium software from Innovative Interfaces will be forthcoming. The staff as well as the Director and Assistant Director have seen demo.

We are insuring that Y2K is being taken care of - anything relating to date sensitive software is being addressed.

An Intranet for staff is being planned and will be budgeted in fiscal 99/00.

Media Department Collection: Both buildings will have listening centers for CD's, cassettes and books on tape. There will also be portable units.

Circulation at the East Northport Library is steadily increasing. Staff has been requested to keep statistics on the effect the temporary closing of the Huntington Library is having on our two libraries.

East Northport furniture needs completion; reference shelving unit, 12" expansion on children's desk, and circulation center desk, All are on order.

Northport carpeting correction is completed with a few areas still needing attention.

Mrs. Heineman, Mrs. Minogue and Mr. Glennon attended a meeting on November 4 at the Northport Village Hall regarding the traffic calming work on Laurel Avenue. Hopeful that the patrons will be satisfied with the change in the road when they become accustomed to it.

View Your Own Record, the new circulation feature, is appreciated by our patrons.

Peter Falotico, Art Director Northport High School toured the new libraries with Mary Ellen Moll, Community Services Librarian, and is enthused with the buildings and the opportunity to display and showcase student art work.

Director's Report (cont.)

There will be an auction in February of items still in storage that are no longer needed.

The Director was one of the speakers at the Long Island Library Resources Conference on the "Library Building Boom" held in the Northport Library. 130 library administrators, trustees and staff attended.

James Olney's book signing "A Day in the Life of a Librarian" was held in the East Northport Library on November 12.

The Director and over 170 jazz enthusiasts attended the Northport Rotary Memorial Jazz Concert held in the Northport Library Community Room on Friday November 13, 1998.

"Coaching and Team Building" attended by Mrs. Minogue and Reference Department Head Nancy Morcerf on November 10 was excellent.

"Beyond the Basics: Virtual Reference on the Internet" at C.W. Post College was attended by Mrs. Heineman and Mrs. Minogue on November 13. A very useful morning conference.

SCLS Trustee Workshop on "Personnel" attended by Mrs. Heineman, Mrs. Minogue and Mr. Glennon on November 14 had some useful points.

Mrs. Heineman will participate on a panel discussion on "Food in Libraries" at the 1999 Long Island Library Conference."

Dedication Celebration Ceremony and Open House of the Northport Library will be held on Sunday December 6 from 1:00 p.m. to 5:00 p.m.

The bibliographies "The Teen Years" and "Pumpkin Pickin's" were distributed.

Thank you to those who have contributed to the East Northport tile mural.

PUBLIC PARTICIPATION

Two patrons attended the meeting giving suggestions of how art should relate to the library.

PERSONNEL REPORT

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

Amy Jones, p-t librarian/step 1, children's, 11/2/98; Terry Reichert, p-t lib. clerk/step 1, circulation, 10/20/98; Pamela Shoemaker, p-t computer tech/step 4, computer, 11/30/98; Dora McDonald, page/step 1, children's-Npt, 10/14/98; Elizabeth Dragone, page/step 1, children's-Npt, 10/22/98; Stephanie Icken, page/step 1, children's-Npt, 11/5/98, seconded by Mrs. Carr and unanimously carried.

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

Barbara Belford, page/step 10, ref-EN, 11/21/98, seconded by Mrs. McGrail and unanimously carried.

Mrs. McKay moved to approve "D" in the Personnel Report as follows:

Mildred Donelan, p-t clerk/step 20, computer-tech.serv., 12/30/98, seconded by Mr. Goldblatt and unanimously carried.

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

Maryellen Bross, (Transfer from Page to Library Clerk), p-t lib.clerk/step 1, circulation, 10/20/98; Joseph Burkett, (Transfer from p-t custodial worker to full time custodial worker), custodial worker I/step 1, custodial, 11/13/98; Eileen D'Addezio, clerk-typist/step 1, circulation, 11/13/98, (Approval of non-completion of 26 week civil service probationary period effective 11/13/98), seconded by Mrs. McKay and unanimously carried.

Mr. Goldblatt moved to reject the following addendum "E" Other in the Personnel Report as follows:

Judy Quarry, one week without pay, p-t Librarian I/step 19, ref., 12/28/98 to 1/3/99, seconded by Mrs. Carr and unanimously carried.

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

Joan Tumminello, defer one week of 1998 vacation to 1999, p-t Lib I/step 7, ref., seconded by Mrs. McGrail and unanimously carried.

AUDITOR'S REPORT

Mrs. McKay moved to accept the report on examination of Henry Graber of Graber & Company auditors, seconded by Mrs. Carr and unanimously carried.

Mr. Goldblatt moved to adjourn at 5:03 p.m., seconded by Mrs. McKay and unanimously carried.

Mrs. McGrail moved to go into Executive Session to discuss matters regarding Library contracts, seconded by Mr. Goldblatt and unanimously carried.

Mrs. McKay moved to adjourn Executive Session at 5:20 p.m., seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to return to regular session, seconded by Mrs. McKay and unanimously carried.

1999 SCLS OPERATING BUDGET PROPOSAL

The Trustees signed the SCLS Operating Budget Proposal for 1999.

SCLS TRUSTEE BALLOT

The Trustees signed ballots for Irving H. Toliver, representing the Town of Huntington to serve on the System Board to fill a term beginning January 1, 1999.

OLD BUSINESS

Discussion of contracts with unserved districts.

DATE OF NEXT MEETING

December 17, 1998 10:30 a.m. for Input-Output program. Regular meeting at 12:15 p.m.

ADJOURNMENT

Mr. Goldblatt moved to adjourn at 5:50 p.m., seconded by Mrs. McKay and unanimously carried.

Respectfully submitted,

A handwritten signature in blue ink that reads "Ruth McKay". The signature is written in a cursive style with a long, sweeping underline.

Ruth McKay
Secretary