

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
November 20, 2002

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Wednesday, November 20, 2002 in the Community Room, Side A, of the Northport Library.

I The meeting was called to order by Elizabeth McGrail at 10:35 a.m. Also attending were Robert Little, Ruth McKay, C. Annette Carr, Assistant Director Eileen Minogue and Director Stephanie Heineman.

William Martin was absent with prior notice.

Henry Graber of Graber & Co. attended to give the Auditor's Report on Examination.

Nancy Morcerf, Head of Reference Services, attended to give a presentation.

II MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of October 17, 2002 as amended, seconded by Mrs. McKay and unanimously carried.

III FINANCIAL SECRETARY & TREASURER'S REPORT

A Mrs. McKay moved to accept the Auditor's Report on Examination as presented by Henry Graber, seconded by Mrs. Carr and unanimously carried.

B Mrs. Carr moved to approve warrant for \$167,018.69, page 3337, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$104,458.52, page 3338, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$157,742.10, page 3339, seconded by Mrs. Carr and unanimously carried.

The Board accepted the payroll for the period ending:

October 25, 2002	page 1791	\$154,163.77
November 8, 2002	page 1792	147,301.81

IV COMMUNICATIONS

A letter was received from Helen and Michael Mincieli praising the quality of the library.

PRESENTATION ON THE NEW YORK TIMES HISTORICAL DATABASE

Nancy Morcerf, Head of Reference Services, did a presentation on the New York Times Historical database.

V DIRECTOR'S REPORT

The Director's Report was given orally and, in addition to the packet, she reported on the following:

An agreement has been made with Hodkinson Associates, the supplier of the Community Room chairs, to replace the cushioned seats with molded seats.

Public Access Defibrillation Program - four defibrillators have been purchased for the libraries, two in each building.

The Read to Your Bunny Corner and mural in East Northport.

Audio Visual System installed in the East Northport Meeting Room. Next year a similar system will be installed in the Northport Library.

VI PERSONNEL REPORT

Mrs. Carr moved to approve "A" Salary Increase in the Personnel Report as follows:

Faye Michels, page/step 4, Youth Services-Npt, 9/14/02, seconded by Mr. Little and unanimously carried.

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

Jessica Lange, page/step 3, Youth Services-EN, 10/28/02; Mary Jane Ritter, page/step 3, Ref-Npt, 11/4/02; Shane Morrissey, page/step 1, Ref-Npt, 11/5/02; Matthew McClay, page/step 1, Ref-Npt, 11/5/02, seconded by Mrs. McKay and unanimously carried.

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

Ann Dyling, page/step 4, Youth Services-EN, 8/31/02; Jonathan Michie, page/step 2, Youth Services-Npt, 8/31/02; Mary Kathryn Williams, page/step 2, Youth Services-Npt, 8/31/02; Beth Barning, PT Librarian I/step 1, Youth Services, 10/21/02; Christina Semple, PT Library Clerk/step 3, Ref-Npt, 10/11/02; Conall Flanagan, PT Custodian/step 2, Bldgs & Grounds, 10/22/02; Ann Pettit, Cafe Worker/step 3, Community Services, 11/15/02, seconded by Mrs. Carr and unanimously carried.

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

Laurie Murphy, Permanent PT Library Clerk/step 2, Circulation Services, 11/18/02
(promotion from PT Library Clerk)

PERSONNEL REPORT ADDENDUM

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

Helen Farrell, PT Library Clerk/step 1, Circulation Services, 12/2/02; Catherine Skadberg, PT Library Clerk/step 1, Circulation Services, 12/2/02, seconded by Mrs. McKay and unanimously carried.

VII PERIOD OF PUBLIC PARTICIPATION

Janet Goltz was in attendance.

VIII NEW BUSINESS

A Meeting Room Use Policy

Mrs. McKay moved to approve the revision of the Meeting Room Use Policy, seconded by Mrs. Carr and unanimously carried.

B EAP Employee Assistance Program - Mrs. Minogue reviewed the Employee Assistance Program.

IX UNFINISHED BUSINESS

Contracts with unserved districts

The Elwood School District vote on November 19, 2002 to create a Library District and Board was successful.

Mrs. McKay moved to accept the SCLS proposed 2003/2004 budget, seconded by Mrs. Carr and unanimously carried.

X OTHER

Whether to continue to have the Northport-East Northport Libraries open on Veterans' Day will be discussed in the Spring in preparation of the 2004 calendar of library openings and closings.

XI DATE OF NEXT MEETING

Thursday, December 19, 2002 at 10:30 a.m.

ADJOURNMENT

Mrs. Carr moved to adjourn the Regular Meeting, seconded by Mr. Little and unanimously carried.

XII EXECUTIVE SESSION

Mr. Little moved to go into Executive Session to discuss a Personnel matter and matters related to Contract with Staff Association, seconded by Mrs. McKay and unanimously carried.

XIII ADJOURNMENT

Mr. Little moved to adjourn the Executive Session, seconded by Mrs. McKay and unanimously carried.

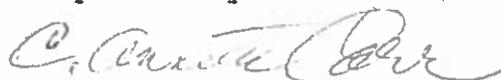
XIV RECONVENE TO REGULAR SESSION

Mr. Little moved to return to Regular Session, seconded by Mrs. McKay and unanimously carried.

XV ADJOURNMENT

Mrs. McKay moved to adjourn the meeting at 12:55 p.m., seconded by Mrs. Carr and unanimously carried.

Respectfully submitted,



C. Annette Carr
Secretary