

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of September 18, 2003

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, September 18, 2003 in the Board Conference Room of the Northport Public Library

I. Elizabeth McGrail called the meeting to order at 10:00 am. Also attending were Annette Carr, Robert Little, William Martin, Ruth McKay, Director Stephanie Heineman, Assistant Director Eileen Minogue, Assistant Director James Olney, and Library Attorney Douglas McNally.

II. Mr. Martin moved to convene in Executive Session to discuss matters regarding pending litigation at 10:05 am, seconded by Mrs. McKay, and unanimously carried.

Mrs. McKay moved to reconvene in Regular Session in the Community Room at 10:25 am, seconded by Mr. Little, and unanimously carried.

Mrs. McGrail called the meeting to order at 10:30 am in the Community Room.

Mrs. McGrail welcomed Ms. Suzanne Conlin, Mr. Conlin, and Kevin Seaman (Ms. Conlin's attorney). Mr. Seaman requested that the board convene in Executive Session to make presentation to the board regarding pending litigation.

Mrs. McKay moved to convene in Executive Session, seconded by Mrs. Carr, and unanimously carried.

Mr. Little moved to reconvene in Regular Session, seconded by Mrs. Carr, and unanimously carried.

III. Minutes of Previous Meetings

Mr. Martin moved to approve the minutes of Reorganization Meeting and Regular Meeting of July 15, 2003 with minor corrections, seconded by Mrs. McKay, and unanimously carried.

Mrs. McKay moved to approve the minutes of August 21 as presented, seconded by Mr. Little, and unanimously carried.

IV. Financial Secretary & Treasurer's Report

Mr. Little moved to approve warrant for \$ 198,326.33, page 3400, seconded by Mrs. Carr, and unanimously carried.

Mrs. Carr moved to approve warrant for \$ 102,269.94, page 3401, seconded by Mr. Martin, and unanimously carried.

Mr. Martin moved to approve warrant for \$ 170,141.33, page 3402, seconded by Mrs. McKay, and unanimously carried.

The Board accepted the payrolls for the periods ending:

August 29, 2003	page 1813	\$ 153,969.46
September 12, 2003	page 1814	\$ 152,629.04

The Board reviewed the monthly expenditures.

Mrs. Minogue reviewed the statistical summary for July and August, and highlighted notable items.

V. **Communications**

Communications were received from the following:

- Letter from Henry Lutz, President of SCLS Board of Trustees, regarding the upcoming Board of Trustee election for the Town of Huntington/Smithtown.
- Mrs. McGrail's thank you letter to the staff for their efforts and hard work during this busy summer.
- Thank you note from Bruce and Marcia Hunt for the flowers sent by the Library after the death of their daughter Sarah.
- Thank you note from the Olita family following the death of Fred Olita; husband of Marge Olita and father of Alan Olita, staff members.
- Note from Ed Fenning, former patron and Friends of the Library member, complimenting the Northport-East Northport Public Library.
- Letter from Mrs. Heineman to patron Mrs. Potthoff acknowledging receipt of her Request for Reconsideration of Library Materials.

VI. **Director's Report**

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

- Mrs. Heineman read a memo written by Ms. Moll of Community Services regarding a tour she and Mrs. Gebel presented to the Commack Public Library Board of Trustees.
- A review of the extensive maintenance and improvement projects completed this summer in the Buildings and Grounds department.
- The East Northport Festival, and the Library's participation was an overwhelming success again this year.
- Kristine Moore, who began her library career as an intern and is presently a part-time librarian in our Library, has been appointed Head of Children's Services of the Huntington Public Library.
- Working closely with the School District regarding tutoring issues, and the Library's tutoring policy, in an effort to ensure that there is no infringement on patron use of the Library.
- Mary Ellen Moll is pictured in the Larkfield Amateur Radio Club newsletter accepting a donation to the Library from Joe Coffield, club member.

VII. Personnel Report

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

Sarah Henry, PT Librarian Trainee/18 credits, Youth Services, 07/14/03, Sarah Henry, PT Librarian Trainee/27 credits, Youth Services, 09/08/03; Rebecca Richards, Page/Step 1, Reference, 08/18/03; Brian Giorgio, Page/Step 3, Reference, 08/25/03; Elizabeth Englert, PT Librarian Trainee/27 credits, Youth Services, 09/08/03;

seconded by Mr. Martin, and unanimously carried.

Mrs. McKay moved to approve "B" New Employees in the Personnel Report as follows:

Joseph Bedell, Computer Page/Step 1, Computer Services, 08/18/03; Jill Krahel, Café Worker/Step 1, Community Services, 08/08/03; Robert Skypala, Computer Page/Step 1, Computer Services, 08/18/03; Theresa Dickman, Computer Page/Step 1, Computer Services, 08/11/03; Margaret Tiernan, Page/Step 1, Reference, 09/02/03; Kevin Moore, Page/Step 1, Reference, 08/20/03; Ian Staub, Page/Step 1, Reference, 08/20/03; Nicole Economou, Page/Step 1, Local History, 09/02/03; Lori Silverstein, Page/Step 1, Reference, 08/28/03; Anne Cummings, PT Librarian Trainee/27 credits, Reference, 09/02/03; Paul Vespe, PT Public Relations Assistant/Step 1, Community Services, 09/08/03; Brian Miller, Page/Step 1, Computer Services, 09/15/03;

seconded by Mr. Little, and unanimously carried.

Mr. Little moved to approve "C" Resignations in the Personnel Report as follows:

David Michal, Café Worker/Step 2, Community Services, 07/21/03; James McDonald, Computer Page/Step 3, Computer Services, 07/20/03; Megan Lyons, Café Worker/Step 1, Community Services, 08/20/03; Shane Morrissey, Page/Step 1, Reference, 08/07/03; Caitlyn Morrissey, Page/Step 3, Youth Services, 08/09/03; Nicole Balinski, Page/ Step 2, Reference, 08/21/03; Denise Ekenstierna, Page/Step 2, Reference, 08/21/03; Christina DeMartino, Page/Step 3, Youth Services, 08/30/03; Heather Portnoy, Page/Step 3, Youth Services, 08/12/03; Carl Limbacher, Computer Page/Step 3, Computer Services, 08/14/03; Lauren Bovelie, Page/Step 2, Reference, 08/16/03; Matthew Wilhelm, Page/Step 3, Reference, 08/30/03; Ashley Pattison, Page/Step 2, Reference, 08/14/03; Jason Cohen, Page/Step 2, Media, 08/01/03; Matthew McClay, Page/Step 1, Reference, 08/19/03; Matthew Petretti, Page/Step 3, Media, 08/22/03; Jordan Van Brink, Page/Step 3, Media, 08/22/03; Jill Unkel, PT Library Clerk/Step 2, Circulation, 09/20/03;

seconded by Mrs. Carr, and unanimously carried.

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

Request for parental leave, Kathleen Merritt, Library Clerk/Step 6, PALS/Tech Services, 10/13/03- 01/02/04; Promotion, Daniel Epstein, PT Public Relations Assistant/Step 1 (previously page), Community Services, 09/08/03;

seconded by Mr. Martin, and unanimously carried.

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

Brigid Cahill, Page/Step 1, Reference, 09/15/03; Brendan Hayes, Page/Step 1, Youth Services, 09/17/03;
seconded by Mrs. McKay, and unanimously carried.

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

Brooke Abbatantuono, Page/Step 1, Reference, 09/10/03;
seconded by Mr. Little, and unanimously carried.

VIII. Unfinished Business

A. Nothing to report or discuss regarding Unserved District.

B. There will be a SCLS Trustee Workshop at SCLS on October 25 entitled "The Public Library and Community Responsibility, The Patriot Act, CIPA, and the Library's Role."

C. In reference to the US Patriot Act, Mr. Olney presented a review of Patron Record Management and Mr. McNally discussed the Board's responsibility.

IX. Other Business

Town of Huntington Libraries have all set their Vote Date for April 20, 2004.

Eileen Minogue reported that all Town of Huntington Libraries, except one, are open on Veterans' Day; Northport-East Northport Public Library does not hold any registrations or programs on that day.

X. Date of next meeting

The next library board meeting will be Thursday, October 16, 2003 at 10:30 am.

XI. Adjournment

Mr. Little moved to adjourn at 12:45 pm, seconded by Mrs. Carr, and unanimously carried.

Respectfully submitted,



Ruth McKay
Secretary