

APPROVED

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of November 20, 2003**

The regular monthly meeting of the Board of Trustees of the Northport –East Northport Public Library was held on November 20, 2003 in the Northport Library.

1) William Martin called the meeting to order at 10:30 AM. Also attending were Ruth McKay, C. Annette Carr, Robert Little, Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney.

Henry Graber and Don Fischer attended for discussion and acceptance of Auditor's Report on Examination

Elizabeth McGrail was absent with prior permission.

2) MINUTES OF PREVIOUS MEETING

Mrs. Carr moved to approve the minutes of October 16, 2003 as amended, seconded by Mrs. McKay and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

Mr. Little moved to accept the Auditor's Report on Examination, seconded by Mrs. McKay and unanimously carried.

RESOLUTIONS

Mr. Little moved to transfer \$125,000 from the Unrestricted Fund to set up a designated fund for the New York State Retirement Incentive program of 1998, 2000, 2002, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to transfer \$1,812. from the Unrestricted Fund to increase the Unemployment Insurance Fund balance to \$25,000, seconded by Mrs. Carr and unanimously carried.

Mrs. McKay moved to transfer \$400,00 from the Unrestricted Fund to set up a designated fund for New York Retirement System Contribution, seconded by Mr. Little and unanimously carried.

WARRANTS

Mr. Little moved to approve warrant for \$241,164.45, page 3412, seconded by Mrs. McKay and unanimously carried

Mrs. McKay moved to approve warrant for \$3,958.65, page 3413, seconded by Mrs. Carr and unanimously carried.

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Mrs. McKay moved to approve warrant for \$108,073.71, page 3414, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$159,149.56, page 3415, seconded by Mrs. McKay and unanimously carried.

The Board accepted the payroll for the period ending:

October 24, 2003 page 1817 \$167,209.36

November 7, 2003 page 1818 158,661.25

4) COMMUNICATIONS

A replacement for Marjorie Rosenthal needs to be nominated to fill her unexpired Term on the SCLS Board of Trustees representing the Town of Huntington.

5) DIRECTOR'S REPORT

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

Received an insurance check for the reimbursement of defective air compressor.

E-rate discount received.

Annual Audit on payroll conducted by Suffolk County Civil Service.

The breakfast to be held on January 16 for the legislators representing the Town of Huntington sponsored by the Huntington Libraries thanking them for their support of libraries.

A thank you from Pat Koven, Librarian II for attending the series of workshops for new managers at SCLS on supervisory skills attended by three other librarian II's.

Meeting every month of MLS Department Heads continues to be a successful working concept. Nancy Morcerf, Head of Reference Services, is actively sponsoring training.

Letter from Joanne Kroon, principal of the East Northport Middle School thanking the library and Laurie-Farr-Kindler, Young Adult Specialist, for the students visit on October 16 with author Joan Bauer; and for Laurie being "a creative and cooperative program developer."

The craft programs are very much appreciated by our adult patrons.

6) PERSONNEL REPORT

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

Jake Novick, Computer Page/Step 1, Computer Services, 10/27/03; Brian Paccione, Computer Page/Step 1, Computer Services, 10/27/03; Kaitlin Regensburger, Page/Step 1, Youth Services, 11/05/03; Cary Tiernan, Seasonal Page/Step 2, Ref-Npt, 11/28/03-1/02-04; Marshall Voizard, Seasonal Page/Step 4, Youth Services, 12/21/03-1/15/04; Jill Kuehn, Café Worker/Step 1, Community Services, 11/14/03, seconded by Mrs. Carr and unanimously carried.

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Mrs. Carr moved to approve "C" Resignations in the Personnel Report as follows
Jessica Copquin, Page/Step 1, Ref-Npt, 10/30/03; Vanessa Anderson, Page/Step 1, Youth
Services, 11/06/03; Margaret Hartough,
PT Librarian/Step 4, Reference, 11/29/03, seconded by Mr. Little and unanimously
carried.

PERSONNEL REPORT ADDENDUM

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

Mary Ann Morrisroe, Page/Step 3, Circulation-Npt., 11/17/03; Alexis Herzog, Page/Step
1, Youth Services, 11/17/03, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve "E" Other in the Personnel Report Addendum as follows:
Temporary Appointment

Margaret Olita, PT Library Clerk/Step 1, PALS/Tech Services,
10/13/03-01/02/04 (Page to work as PT Library Clerk during Kathleen Merritt's
Parental leave) Seconded by Mrs. Carr and unanimously carried.

7) REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Mr. Little moved that the book I'LL BE YOUR MIRROR remain in the library's adult
collection, seconded by Mrs. Carr and unanimously carried

8) PERIOD OF PUBLIC PARTICIPATION

9) SUFFOLK COOPERATIVE LIBRARY SYSTEM PROPOSED 2004
BUDGET AND ELECTION OF SUFFOLK COOPERATIVE LIBRARY TRUSTEE
Mrs. McKay moved to approve proposed SCLS 2004 budget and election of Trustee,
seconded by Mrs. Carr and unanimously carried.

10) UNFINISHED BUSINESS

A Contracts with Unserved District

The new Elwood Library will open its doors on January 1, 2004.

B CIPA

Assistant Director James Olney informed the Board of progress in
Developing the latest filtering software -- a product just for libraries and would be county-
wide.

C US Patriot Act

Brief policy and procedural discussion.

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11) OTHER

Veteran's Day 2003 was moderately busy. Suggestion that in the future fines for Materials due on Veteran's Day be waived.

12) DATE OF NEXT MEETING

The next regular meeting will be held on Tuesday, December 16, 2003 at 10:00 AM.

13) Mr. Little moved to go out of the regular meeting and go into Executive Session to discuss matters relating to staff contracts, seconded by Mrs. McKay and unanimously carried.

14) ADJOURNMENT

Mr. Little moved to go out of Executive Session, return to the Regular meeting and adjourn, at 12:33 PM, seconded by Mrs. Carr and unanimously carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ruth McKay". The signature is written in dark ink and extends to the right with a long, sweeping underline.

Ruth McKay
Secretary