

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of September 14, 2004

Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held Tuesday, September 14, 2004 in the Board Conference Room.

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

2) MINUTES OF PREVIOUS MEETINGS

Mrs. McKay moved to approve the Reorganizational Meeting and Regular Meeting of July 15, 2004 as amended; and the Meeting of August 10, 2004 as amended, seconded by Mrs. McGrail and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Mrs. McGrail moved to approve warrant for \$175,348.05, page 3471, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$2,878.00, page 3472, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$242,774.71, page 3473, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$75,326.34, page 3474, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$7,592.40, page 3475, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve DEFERRED COMPENSATION, \$46,886.62, page 3476, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$162,872, page 3477, seconded by Mrs. McKay and unanimously carried.

The Board accepted the payroll for the period ending:

August 13, 2004	page 1838	\$167,549.98
August 27, 2004	page 1839	162,114.95
September 10, 2004	page 1840	162,703.43

B. The Board reviewed the August 2004 Monthly Expenditures and Review.

D. The Board reviewed the 2003 SCLS Statistical Summary of Annual Reports

4) COMMUNICATIONS

Letter received from SCLS for nominations for Trustee to fill the vacancy created by Trustee Stuart Horowitz.

Letter received from Catherine Burch, President of the Asharoken Garden Club, thanking the Library "for the use of our beautiful library."

Letter from Doris Sokol thanking Assistant Director Eileen Minogue "for all you did to initiate the very nice exhibit of Bill's art."

Letter from Doris Sokol thanking Director Stephanie Heineman "for all you do to promote a feeling of community at our library."

5) DIRECTOR'S REPORT

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

Her appreciation of the continuing support by patron Robert Smith in his letter writing campaign to our legislators for State library funding.

The merit award from the Library Public Relations Council for LIVING IN NORTHPORT AND EAST NORTHPORT. "An outstanding example of library public relations".

Young Adult Patron Caitlin Hymong won honorable mention in the Town of Huntington's contest for her essay, A TRIBUTE TO MRS. H.

Superintendent of Northport-East Northport Schools William Brosnan inquired if the library would want to have the Library Budget Vote date appear in the School's Calendar.

The success of the Library's booth and presence at the East Northport's 10th Annual Festival under the guidance of Assistant Director James Olney as related by Mr. Olney.

The East Northport library was closed during the festival.

6) PERSONNEL REPORT

Mrs. McKay moved to approve "A" Salary Increase in the Personnel Report, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve "B" New Employees in the Personnel Report, seconded by Mr. Little and unanimously carried

Mr. Little moved to approve "C" Resignations in the Personnel Report, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve "E" Other in the Personnel Report, seconded by Mrs. McKay and unanimously carried. Two pages attached

Mrs. McKay moved to approve "B" New Employees in the Personnel Report Addendum, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve "C" Resignations in the Personnel Report Addendum, seconded by Mr. Little and unanimously carried.

One page attached

7) UNFINISHED BUSINESS

A. CIPA

Mrs. McGrail moved to accept the Northport-East Northport Public Library Internet Access Policy Revised September 2004, seconded by Mr. Little and unanimously carried.

B. US Patriot Act

The Director was requested by Congressman Steve Israel of Huntington to participate in a conference call to discuss the Patriot Act on September 22, 2004.

C. Library Courtyard

An informative article and outstanding editorial appeared in The Northport Observer September 10, 2004 relating the library's plans for a courtyard at the Northport Library building; and requesting contributions from the public.

9) OTHER

Efforts are continuing by the Long Range Planning Committee to better utilize the space in the East Northport Library building. Some of the planned capital improvements were reviewed.

10) DATE OF NEXT LIBRARY MEETING

Tuesday, October 19, 2004 at 10:30 AM – Regular Board Meeting

11) ADJOURNMENT

Mr. Little moved to adjourn at 11:55 AM, seconded by Mrs. Carr and unanimously carried.

Respectfully submitted,



Robert Little
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
September 14, 2004

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Deana Simonetti	PT Librarian Trainee/27 Credits	Youth Services	09/06/04

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Catherine Juliano	Page/Step 1	Reference – Npt	08/09/04
Carlos Fragoso	Page/Step 1	Reference – Npt	08/09/04
Sarah Pattison	Page/Step 1	Reference – Npt	08/09/04
Matthew DiGiorolamo	Computer/Step	Computer Services	08/30/04
Ashley Morris	Page/Step 1	Media	08/30/04
Ellen Granelli	PT Library Clerk/Step 1	Circulation – EN	09/09/04
Karen Pruzan	PT Library Clerk/Step 1	Circulation – EN	09/09/04
Justin Sowa	Security Guard/Step 1		09/07/04

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Penny Maniscalco	Page/Step 4	Youth Services	07/06/04
Patricia Moisan	Library Clerk/Step 6	Circulation	07/30/04
Daniel Passeser	Page/Step 3	Reference – Npt	07/31/04
Edward Jennett	Security/Step 2		07/12/04
Michael Rosenberg	Security/Step 1		07/12/04
John Pinna	Page/Step 2	Computer Services	07/15/04
Alexandra Limmer	Page/Step 4	Youth Services	08/20/04
Melissa Burke	Page/Step 4	Youth Services	08/20/04
Kate Berson	Page/Step 3	Reference – Npt	09/04/04
Cara D'Arco	Page/Step 5	Reference – Npt	08/19/04
Brendan Hayes	Page/Step 3	Youth Services	08/27/04
Ashley Pattison	Page/Step 3	Reference – Npt	08/06/04
Margaret Powers	Page/Step 3	Reference – Npt	08/18/04
Lori Silverstein	Page/Step 3	Reference – Npt	08/23/04
Charles Betz	Page/Step 3	Reference – Npt	08/27/04
Kyle Anstey	Page/Step 4	Reference – EN	08/27/04
Brigid Cahill	Page/Step 3	Reference – EN	08/27/04

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Change of Status

Christina DeMartino (Previously Seasonal Page)	Page/Step 4	Youth Services	08/20/04
---	-------------	----------------	----------

Transfer

Anna Ulrich (Transfer to Sachem Public Library)	Permanent PT Library Clerk	PALS & Tech Services	09/20/04
--	----------------------------	----------------------	----------

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
September 14, 2004

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Lisa Eppich	Page/Step 1	Reference – Npt	09/20/04
Samantha Gross	Page/Step 1	Reference – Npt	09/20/04

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Howard McCunn	Security Guard/Step 4		09/13/04

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------