

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of May 17, 2005  
Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on May 17, 2005 in the Board Conference Room of the Northport Library.

1) William Martin called the meeting to order at 10:05 AM. Also attending were C. Annette Carr, Elizabeth McGrail, Ruth McKay, Robert Little, Director Stephanie Heineman, Assistant Director Eileen Minogue, and Assistant Director James Olney.

2) MINUTES OF PREVIOUS MEETING

Mrs. Carr moved to approve the minutes as presented, seconded by Mrs. McKay and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McKay moved to approve warrant for \$244,518.18, page 3509, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$52,536.45, page 3510, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$175,982.75, page 3511, seconded by Mrs. Carr and unanimously carried.

The Board accepted the payroll for the period ending:

April 22, 2005	page 1858	\$147,116.71
May 06, 2005	page 1859	160,081.12

4) COMMUNICATIONS

Assistant Director Eileen Minogue received a letter from Mary N. Szollosi, Huntington, N.Y., thanking the library for the "opportunity to perform my internship in the Northport-East Northport Public Library."

5) DIRECTOR'S REPORT

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

The annual Rotary luncheon will be held on June 15 at the Northport Library. James Olney, Nancy Morcerf, and Doris Gebel will present.

The Annual Department Head Luncheon will be held on June 24.

The Semi-annual staff luncheon will be held on June 7. The program will be "the Art of Happiness" presented by James Ryan.

Director's Report (cont.)

The reupholstering of the soft seating in the Northport Library has been completed. James Olney attended a Censorship Workshop where the poet Aaron Kramer was discussed. The Northport Library owns a special collection of his works. The Northport-East Northport Library had a booth at the Town of Huntington Tulip Festival in Heckscher Park; arranged and managed by Assistant Director James Olney, Client Services Librarian Barbara Johnson, and Youth Services Librarian Lisa Herskowitz.

6) PERSONNEL REPORT

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

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

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

PERSONNEL REPORT ADDENDUM

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

Mr. Little moved to approve "E" Other in the Personnel Report Addendum, seconded by Mrs. Carr and unanimously carried. Page attached

8) NEW BUSINESS

A. Internet Access Policy Revision

Mr. Little moved to approve the revised Internet Access Policy, seconded by Mrs. Carr and unanimously carried. Page attached.

B. Staff Computer Use Policy

Mrs. Carr moved to approve the Staff Computer Use Policy, seconded by Mrs. McKay and unanimously carried. Page attached

9) UNFINISHED BUSINESS

A. CIPA

The library e-rate funding has been under review and will result in a loss of funding for dial-up service amounting to \$147,000. to SCLS. The System Board, Suffolk Library Directors, and SCLS Director will be discussing the budget for fiscal 2006 with this in mind.

C. Library Courtyard

The total to date raised for the Library Courtyard is \$129,730. The legal notice for invitation to bid will go out on Friday, May 20, 2005. The bids will be opened on June 2, 2005.

10) OTHER

A seminar was held titled "Planning Public Library Buildings" at the Harvard Design School's Executive Education department in Cambridge, Massachusetts and included the following: "Programming areas, conference centers, courtyards, and cafes are becoming increasingly important to the modern public library as users demand new services."

11) DATE OF NEXT MEETING

Wednesday, June 22, 2005 at 10:00 AM

12) ADJOURNMENT

Mrs. Carr moved to adjourn at 11:05 AM, seconded by Mrs. McKay and unanimously carried.

Respectfully submitted,



Robert Little  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
May 17, 2005

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Elizabeth Giorgio	Seasonal Page/Step 1	Youth Services	06/07/05-08/31/05
Kathleen O'Sullivan	Café Worker/Step 1	Community Services	05/18/05

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Keith Graffagnino	Security Guard/Step 1		04/26/05
Frank Piacente	Security Guard/Step 1		04/26/05

**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**Promotions**

Elizabeth Englert	FT Librarian I/Step 2	Youth Services	05/23/05
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**PERSONNEL REPORT  
ADDENDUM**

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**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Jordan Van Brink	Seasonal PT Library Clerk/Step 1	Administration	05/23/05 – 08/31/05
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**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**Request for Leave Without Pay**

Caroline Prisco	Café Worker/Step 6	Community Services	05/15/05 – 10/15/05
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## **Northport-East Northport Public Library Staff Computer Use Policy**

The Northport-East Northport Public Library relies heavily upon its computer information systems to meet operational, financial, educational and informational needs. It is essential the library computer systems and computer network, as well as the data they store and process, be operated and maintained in a secure environment and in a responsible manner. The computer systems and computer network must be protected from misuse and unauthorized access to safeguard this vital library resource.

This policy applies to all Northport-East Northport Public Library staff whether full time, part time, temporary, or volunteer who access library owned computers and network equipment, including office desktop computers, library servers, networks, and networking equipment. It also applies to all staff use of non-library owned computers connected to the library's computer network and to their use of computing resources owned or managed by the Northport-East Northport Public Library.

### **Data Protection:**

- Staff members are to safeguard the integrity, accuracy, and confidentiality of library records.
- Staff members may not view or alter library records unless they have the specific authority and responsibility to do so.
- Monitors should be positioned to prevent unauthorized reading of sensitive information.
- Storage or dissemination of patron or personnel data must be safeguarded against unauthorized viewing as well as loss.
- The Northport-East Northport Public Library Records Retention Policy should be consulted when determining storage and disposal of patron or personnel data.

### **Password Access:**

- Staff computer passwords are confidential and must be safeguarded at all times.
- It is the staff member's responsibility to ensure that passwords are never left unprotected or unsecured. Any unprotected password can lead to a security breach. Staff computers must be logged off to a point that requires a new logon whenever their work area is left unattended.
- Staff members are held accountable for all the processing done with their passwords. For their protection, staff members must therefore ensure that their passwords are not shared with anyone.
- Staff members are not authorized to access a system or area of a system using knowledge of access abilities gained from any other position or place of employment.
- No attempt should be made to access a higher level of privileges on library computer systems.

### **Network Security:**

- Staff is not permitted to change, add, or remove hardware or software without authorization of the Computer Services Department Head. Tampering or altering library equipment or software is not permitted.
- Attempts to circumvent library computer systems and computer network security or any attempts to gain unauthorized access is prohibited.

- Refer to the Library's Policy on Confidentiality of Library Records for additional points on each user's right to privacy with respect to information sought or received and materials consulted, borrowed or acquired.
- The library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone else with a wireless device and the appropriate software.
- The library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data resulting from connection to the library's network.
- Use of the Library's Internet Access service for commercial purposes is prohibited including but not limited to unsolicited advertising.
- Any use of the Library's Internet Access service for unlawful purposes is prohibited. Users may not copy commercial software and must agree to abide by copyright law.
- The Library staff does not provide individual Internet instruction and presumes basic computer competence on the part of the patron.
- Library staff is not able to provide technical assistance and cannot guarantee that you will be able to make a wireless connection.
- Library Internet Stations are intended to be used by one person at a time. If necessary, two people may sit together and work on the same station as long as they do not disturb the work of others.
- Library Internet Station use is limited to one hour per day per individual.

In addition, the SuffolkWeb system administrator reserves the right to take appropriate action to insure compliance with this policy including but not limited to the following:

- Remove the account of any user who does not follow the Library's Internet Access Policy.
- Remove any account that has not been used in six months.
- Notify any user that he/she is using a disproportionate share of the disk space and that the user needs to download/delete files.
- Delete files from any user's account if that user, once notified, has not cleaned the directory within one week.

The Board of Trustees of the Northport-East Northport Public Library reserves the right to change this policy at any time and you are advised to check with the library periodically for any changes. Your continued use of the library's Internet access will constitute your acceptance of such changes. The Library also reserves the right to terminate a patron's Internet access if that individual is in violation of this policy.

Adopted 5/05

## **Northport-East Northport Public Library Internet Access Policy**

The Board of Trustees of the Northport-East Northport Public Library recognizes that computers and the Internet have become essential research and educational tools in carrying out the library's mission to facilitate and encourage the unrestrained pursuit and exchange of knowledge, experience and opinion. The library Internet stations access the Internet through SuffolkWeb, which is a cooperative project, developed by the public libraries in Suffolk County and a service of the Suffolk County Library System. The Internet offers access to many valuable local, national and international sources of information. However, it is a fluid environment with the content and format of information constantly changing. Some information on the Internet may be inaccurate, incomplete, dated or offensive to some individuals. A knowledgeable information consumer must evaluate the validity and appropriateness of information found. Every library user benefits from expanded access to information beyond the walls of a library.

### **CONFIDENTIALITY**

The Trustees recognize the constitutional rights of individuals to decide what material to access on the Internet within the confines of their homes or other areas where there is an expectation of privacy. Patrons in the library also have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings. Users have both the right of confidentiality and the right of privacy but should be aware that the Internet is not a secure medium.

### **CHOOSING AND EVALUATING SOURCES**

The patron is responsible at all times for the appropriate use of the Internet. The Internet is an extension of the reference and research function of the Northport-East Northport Public Library, subject to the professional role of librarians in guiding what the institution offers in accordance with community standards. The Internet is a series of communication linkages leading to a highly diverse array of information content. Library patrons use it at their own risk. In choosing sources to link to from its homepage, the Northport-East Northport Public Library chooses sites individually evaluated for content and educational value. Beyond this, the Northport-East Northport Public Library is not responsible for the content of the Internet, changes in content of the sources to which the home pages link or for the content of the sources accessed through secondary links. In an effort to assist users, the Northport-East Northport Public Library has created web sites for the general population, teens and children to help guide them to sources that provide them with a wealth of information on the local, national and global level. In addition, the Northport-East Northport Public Library provides training to assist patrons in using the Internet in a safe, effective and efficient manner. However, as with any reference source the patron must ultimately determine the accuracy and appropriate use of the information obtained.

### **ACCESS BY MINORS**

All Internet sources accessible through the Library are offered equally to all Library users. Parents or legal guardians, not the Library or its staff, are responsible for the Internet Information selected and/or accessed by their child; therefore, parents are advised to supervise their child's Internet sessions. To address the issue of the safety and security of minors when using electronic mail, and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the Northport East Northport Public Library urges minors and their parents or legal guardians to review the safety guidelines posted at <http://www.suffolk.lib.ny.us/youth/parenting.html> under the heading titled "Internet Safety." Patrons under eighteen years of age require a parent's or legal guardian's signature on the Library Card Application for Internet access. Adult Internet Stations are for use by patrons eighteen years and older. The Teen Internet Stations are for use by patrons having completed fifth grade and who are not yet eighteen. The Children's Internet Stations are for use by children.

### **RULES GOVERNING USE**

- Use of the library's Internet access, both wired and wireless, indicates agreement with the Northport-East Northport Public Library's Internet Access Policy.
- The New York State Legislature in enacting New York's obscenity laws and numerous courts when interpreting such laws have recognized the existence of community standards when defining what material is obscene or of a sexually-offensive nature. The Board of Trustees merely seeks to place reasonable restraints on the public display or distribution of certain materials, which lack literary, artistic, political or scientific value.
- The Northport-East Northport Public Library is guided by the following American Library Association statements on access to information: *The Library Bill of Rights*, *The Freedom to Read*, *Interpretations of the Library Bill of Rights: Free Access to Libraries for Minors* and *Access to Electronic Information, Services, and Networks*.
- The Library's Internet Access service shall not be used to display, print, transmit or distribute threatening material; expressions of bigotry, racism or hate; obscene or sexually explicit material; or material protected by trade secret.
- The Northport-East Northport Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Not all sources provide accurate, complete or current information. Patrons may find some material controversial or inappropriate.
- Patrons should respect the privacy of others by not attempting to modify or gain access to files, passwords or data belonging to others. Seeking unauthorized access to any computer system, damaging or altering software components of any network or database is prohibited.
- Patrons using library Internet Stations must respect the privacy of other patrons using public access workstations by not interfering with their use.

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Adopted 5/05