

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Minutes of October 18, 2005 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on October 18, 2005 in the Conference Room of the Northport Library.

1) CALL TO ORDER

Ruth McKay called the meeting to order at 10:37 AM. Also attending were C. Annette Carr, Elizabeth McGrail, Robert Little, William Martin, Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney.

2) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of September 27, 2005 as presented, seconded by Mr. Martin and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A Approval of warrants

Mr. Martin moved to approve warrant for \$30,006, COURTYARD CONSTRUCTION, page 3533, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$186,541.45, page 3534, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$66,600.85, page 3535, seconded by Mr. Martin and unanimously carried.

The Board accepted the payroll for the period ending:

October 7, 2005	Page 1870	\$174,313.98
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5) DIRECTOR'S REPORT

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

Cafés in libraries are now a recognized and established service expected by the public.

Assistant Director James Olney explained the installation of the fiberoptics connecting the two library buildings

6) PERSONNEL REPORT

Mr. Martin moved to approve "B" New Employees 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, seconded by Mrs. Carr and unanimously carried. Page Attached

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

8) PLACING AN ECONOMIC VALUE ON THE SERVICES OF PUBLIC LIBRARIES

Assistant Director James Olney reviewed the report by the Long Island Association prepared by LIA Chief Economist Dr. Pearl Kamer placing an economic value on the services of Public Libraries in Suffolk County.

9) MAINTENANCE OF PUBLIC ORDER AND RULES OF CONDUCT

Mrs. McGrail moved to approve the Northport-East Northport Public Library Rules of Conduct, seconded by Mr. Martin and unanimously carried. Five Pages Attached

10) ESTATE OF DOROTHY SAMMIS
APPROVAL OF INFORMAL ACCOUNTING

Mr. Martin moved and Mrs. McGrail seconded the following:

The Northport-East Northport Public Library by Stephanie Heineman, Director, upon resolution of the Board of Trustees dated 10/18, 2005, hereby approve the within informal accounting of John W. Little, as Executor of the Estate of Dorothy Sammis dated September 29, 2005. By this approval The Northport-East Northport Public Library hereby waives the right to require a formal accounting proceeding and further waives the issuance of service of process to attend or participate in any judicial settlement of the accounting of the Executor. The Northport-East Northport Public Library further consents that upon payment of its share of the Estate as described in the Will of Dorothy M. Sammis dated June 7, 2000 and as further detailed in such informal accounting, John W. Little as Executor be discharged from his trust.

11) UNFINISHED BUSINESS

B Courtyard

The Northport Library courtyard is nearing completion. The Statue of Saint-Exupery's "Little Prince" is being fund raised. The Harris Stack Circle will be dedicated in the memory of four year old Harris Stack

12) OTHER

The Town of Huntington Libraries Legislative Breakfast will be held on May 5, 2006 and will be discussing "Placing Economic Values on Libraries".

13) DATE OF NEXT MEETING

The next regular meeting will be held on Tuesday, November 15, 2005 at 10:00 AM

14) EXECUTIVE SESSION

Mrs. McGrail moved to go into Executive Session to discuss the Staff Contract, seconded by Mrs. Carr and unanimously carried.

Board of Trustees will meet in Executive Session on November 4, 2005 at 10:00 AM to discuss the Staff Contract.

15) ADJOURNMENT

Mr. Martin moved to adjourn the Executive Meeting at 11:35 AM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,



Elizabeth McGrail
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
October 18, 2005

A. Salary Increase

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

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Michael Kiley	Page/Step 1	Youth Services - EN	10/19/05
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C. Resignations

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

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

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
October 18, 2005

A. Salary Increase

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

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Santa Wolanczyk	Page/Step 1	Reference – Npt	10/19/05
Julie Pollard	Page/Step 1	Youth Services – EN	10/19/05

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Maura Hickey	Page/Step 2	Youth Services – EN	10/10/05
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D. Retirement

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

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY MAINTENANCE OF PUBLIC ORDER POLICY

I. PURPOSE

The Northport-East Northport Public Library is chartered by the State of New York to meet the educational, information, cultural, and recreational needs of the community it serves. In order to ensure an atmosphere conducive to these purposes, the following rules, regulations, and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the library facilities and grounds by all Library patrons, visitors, and employees, in accordance with Section 262 of the Education Law of the State of New York.

II. CONDITIONAL PERMISSION FOR USE OF LIBRARY FACILITIES

As a condition for the use of Library premises, Library patrons, visitors, and employees, who enter upon or remain at the Library facilities, agree that they shall be subject to these rules and regulations. Failure to comply with the same shall constitute grounds for their immediate ejection as a trespasser, suspension of Library borrowing privileges and revocation of rights to enter upon Library premises for up to one year, and other action as deemed appropriate by the Library Board of Trustees. The Director or his/her designee is empowered to enforce the rules and regulations promulgated by the Board of Trustees.

III. PURPOSE OF USE OF LIBRARY FACILITIES

The use of Library facilities and entry onto Library premises shall be limited to employees of the Library in the performance of their duties, and patrons and visitors to the Library facilities and offices for Library related purposes such as research, reading, selecting, returning, and borrowing of books and materials, conducting business with the Library, and attendance at educational conferences, meetings, programs and concerts authorized or conducted by the Board of Trustees or other library personnel. Any person who, while lawfully at such Library facilities, causes or attempts to cause physical injury to the person or property of another, or willfully causes or attempts to cause physical damage to books and other Library materials or property, or interferes with another's lawful use of the Library, or enters in unauthorized areas, refuses to comply with the directives of the Library Director or other authorized personnel, willfully disrupts library functions or programs authorized by Library personnel, damages, alters, mars or defaces library books and related materials or property, transports illegal drugs, alcoholic beverages, fireworks, firearms, or weapons onto Library premises, or who violates the annexed Rules of Conduct, shall be deemed to be a trespasser and in violation of these rules and regulations.

IV. PROCEDURES

- While the Northport-East Northport Public Library facilities are open, the Library Director or his/her designees, in the first instance, shall be responsible for the enforcement of the rules and regulations. Any violation thereof shall be immediately

reported to the Library Director or his/her designee who shall thereupon immediately make inquiry of the facts and circumstances surrounding the complaint, and who may thereupon either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the Library Director or his/her designee, such Library Director or designee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal Law. The Library Director shall forthwith make a report to the Board of Trustees.

- When the Library Director or his/her designee is not present, the Library employee-in-charge, upon observing and being informed of any violation of these rules and regulations, is authorized to make inquiry of the facts and circumstances surrounding the violation and any such employee may either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the employee-in-charge, such employee-in-charge is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and sign any information as necessary charging said violator with the appropriate violation of the Penal Law. Subsequently, such Library employee-in-charge, at the first opportunity shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulation to the Library Director.
- The Library shall indemnify and save harmless the Library Director, his/her designee, or any Library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel.
- In addition to all of the foregoing summary remedies against the trespasser and/or person in violation of Law and these rules and regulations, the Library Director may thereafter, in his/her sole discretion, take the following action with respect to the following categories or persons:
 - 1) Library patrons: Persons qualified for registration as a borrower of library books and materials may have their privileges to enter and/or use the Library's facilities and/or services suspended for a period not to exceed one year.
 - 2) Visitors: Said persons may be subject to the revocation of their privilege to enter upon library property for a period not to exceed one year. The Northport-East Northport Library Director may, at his/her discretion, notify other agencies of actions taken and the individuals involved.
 - 3) Library personnel: Employees are subject to the provisions of this policy, applicable portions of the Civil Service Law; the Education Law and other applicable laws; and pertinent personnel policies adopted by the Library Board of Trustees and may be disciplined, censured, suspended, or discharged accordingly.

V. APPEALS PROCEDURE

- Appeals by Library patrons and visitors relating to suspension of Library service privileges and/or revocation of their privileges to enter upon Library premises shall be made to the Board of Trustees. Appeals by Library personnel shall be subject to the provisions of the Civil Service Law, Education Law, and other applicable provisions of law, and personnel policies of the Board of Trustees.

- Each person, not an employee of the Library, shall have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action of the Library Director suspending borrowing privileges or revoking their license to enter upon library premises. The Board of Trustees, or their designee, shall convene a hearing within thirty (30) days of submission of such notice of appeal, at which time and place the Director shall have the initial burden of presenting clear and convincing evidence of the violation of this policy or the Rules of Conduct and the aggrieved shall be afforded the opportunity to respond and to present testimony. Within fourteen (14) days of such hearing, the Board of Trustees shall render a decision in writing. The decision of the Library Director shall be upheld if after review of all evidence presented the Board of Trustees determines that the Director's decision is supported by substantial evidence.

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY RULES OF CONDUCT

The Northport-East Northport Public Library is chartered by the State of New York to meet the educational, informational, cultural, and recreational needs of the community it serves. In order to ensure an atmosphere conducive to these purposes, the following rules, regulations, and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the library facilities and grounds by all Library patrons, visitors, and employees, as well as other licensees and invitees, in accordance with Section 262 of the Education Law of the State of New York.

The following are rules designed for the comfort and protection of all people who use the facilities of the Northport-East Northport Public Library.

The following activities are prohibited:

- Leaving young children unattended (Please see Unattended Minors Policy)
- Engaging in disruptive behavior or disorderly conduct
- Interfering with other people's use of the Library
- Harassing people on Library property
- Obstructing vehicular or pedestrian traffic, operating bicycles, skateboards or rollerblades on sidewalks, in parking areas or on landscaped grounds
- Using loud, abusive, or threatening language
- Defacing, destroying, or tampering with Library material, property, or equipment
- Congregating, loitering, sleeping, or soliciting on Library property
- Rearranging or putting feet on furniture or sitting on tables
- Having bare feet or inappropriate dress
- Using equipment without headphones or at a volume level that is audible to others
- Smoking, consuming alcohol, partaking of controlled substances, or carrying weapons
- Bringing or consuming food or beverages not purchased in the Library Café
- Bringing animals into the library unless necessary for assisting the disabled, or if the animal is being trained to assist the disabled
- Distributing leaflets, circulating petitions, or electioneering
- Violating the Internet Acceptable Use Policy
- Violating the Cell Phone Use Policy
- Violating the Computer Use Policy

- Engaging in a course of conduct which alarms or “seriously annoys” another person and would serve no legitimate purpose; such prohibition to include but not limited to striking, shoving, kicking, unpermitted touching, or otherwise subjecting another person to physical contact or attempting or threatening to do so
- Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- Making obscene gestures or using abusive language
- Disturbing one or more persons by arguing, propagandizing, or preaching
- Staring at another person or following another person about the premises such that the other person could reasonably be considered to be annoyed, disturbed, or threatened
- Monopolizing public access equipment such as telephones, restrooms, and computers
- Evidencing bodily hygiene so offensive as to constitute a nuisance to other patrons
- Defacing or rendering a restroom inoperable or unsanitary

Failure to follow these guidelines and the directions of the Library staff may result in your being asked to leave the Library and as detailed in the Library’s Maintenance of Public Order Policy could result in the suspension of your privilege to use library facilities for up to one year. Library personnel are authorized to contact the appropriate law enforcement agency to ensure compliance. These guidelines are extracted from the Library’s formal Maintenance of Public Order Policy, a copy of which is available on request.