

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Minutes of February 22, 2007 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, February 22, 2007 in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Mrs. McKay called the meeting to order at 10:05 AM. Also attending were Andrea Gladding, Robert Little, J. Ronald Gaudreault, Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney.

Elizabeth McGrail was absent with prior notice.

2) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of January 25, 2007 as amended, seconded by Mr. Gaudreault and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

Approval of warrants

Mr. Gaudreault moved to approve warrant for \$ 273,959.80, page 3597, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 67,127.92, page 3598, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 189,207.68, page 3599, seconded by Mr. Gaudreault and unanimously carried.

The Board accepted the payroll for the period ending:

January 25, 2007	Page 1908	\$175,123.20
February 9, 2007	Page 1909	175,783.94

PAYROLL AUDIT TO BE CONDUCTED NEXT PAYROLL – February 23, 2007

The Board of Trustees directed Administration to conduct a semi-annual "payroll audit". A payroll audit requires each staff member to personally pick-up and sign for their paycheck/voucher in the Administrative Office. Staff members, therefore, must see our Account Clerk Susan Berger to receive their paycheck/voucher.

4) DIRECTOR'S REPORT

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

The March Newsletter includes library budget information.

James Olney was honored and recognized for his 22 years with the Northport-East Northport Library in the February 22, 2007 *Times of Northport* as "a mover and shaker."

Personally commending James Olney for his dedication to the library.

Photo and mini article of the Library's Little Prince statue in *Distinction* magazine February 2007.

Letter from Paula Bornstein of the Lindenhurst Library to James Olney thanking him for his kindness and generosity in the demonstration of public computers and their print management and computer reservation systems.

Information from Alan Olita, Head of Bldgs and Grounds, regarding ice removal week of February 12 and need for the heating element to be replaced in the Bridge at the Northport Library.

Certificate of Appreciation presented in gratitude to the Northport-East Northport Library for their outstanding support of the United States Marine Corps Reserve Toys for Tots Collection.

Doris Gebel, Head of Youth Services was featured in School Library Journal's "Extra Helping" for editing the impressive Crossing Boundaries with Children's Books.

Excellent student course evaluation of Director Stephanie Heineman and Assistant Directors Eileen Minogue and James Olney's class at the Palmer School of Library and Information Science LIS662 Library Public Relation's Course.

5) PERSONNEL REPORT

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

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

6) NEW YORK STATE WORKPLACE VIOLENCE PREVENTION LAW

A. Mr. Gaudreault moved to approve the Workplace Violence Prevention Policy, seconded by Mrs. Gladding and unanimously carried.

B. Mrs. Gladding moved to approve the Workplace Violence Prevention Program, seconded by Mr. Little and unanimously carried.

7) PROPOSALS FOR LANDSCAPE MAINTENANCE, 3/1/07 – 12/31/07

The following proposals were accepted for the period 3/1/07 -12/31/07:

East Northport Landscape, monthly	Eastern Horizon	\$ 360.00
Northport Landscape, monthly	Brothers II	660.00

8) UNFINISHED BUSINESS

A. Bring Back the Bear Campaign

Contributions raised to date \$37,935 - 137 bricks - 15 names and organizations for plaque.

B. Scudder Avenue Book Drop

1. The Library is working with the Village and has begun working towards revamping handicap parking on Scudder Avenue.

2. Creating a "Book Drop Off Area" on Scudder Avenue consisting of one short term, in and out, standing-only stall.

Note: no timetable has been established to remove the "unofficial "Scudder Avenue handicap stall.

Mr. Correia, Superintendent of Public Works, Village of Northport has recommended the addition of a third handicap stall in the Library parking lot.

9) OTHER

Newsday has approached all Long Island special districts including libraries for a multipart article related to operations.

10) DATES OF NEXT MEETINGS

Thursday, March 15, 2007 7:30 PM Public Information Night

Tuesday, March 20, 2007 10:00 AM Regular Board Meeting

Tuesday, April 10, 2007 9:00 AM to 9:00 PM Library Vote

11) ADJOURNMENT

Mrs. Gladding moved to adjourn at 11:18 AM, seconded by Mr. Little and unanimously carried.

Respectfully submitted,



Andrea Gladding
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
February 22, 2007

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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Shaylyn Forte	Page/Step 1	Reference – Npt	02/12/07
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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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Catherine Juliano	Page/Step 4	Reference – Npt	01/31/07
Alexander Ethier	Page/Step 1	Media Services	02/14/07

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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