

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of December 20, 2007

Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held Thursday, December 20, 2007 in the Conference Room of the Northport Library.

1) CALL TO ORDER

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

2) MINUTES OF PREVIOUS MEETING

Mrs. McGrail moved to approve the minutes of November 14, 2007 as amended, seconded by Mr. Gaudreault and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 340,841.51, page 3642, seconded by Mr. Gaudreault and unanimously carried.

Mr. Gaudreault moved to approve warrant for \$ 1,792.67, COURTYARD FUND, page 3643, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 11,220.00, page 3644, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 226,067.99, page 3645, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 91,857.95, page 3646, seconded by Mr. Gaudreault and unanimously carried.

Mr. Gaudreault moved to approve warrant for \$ 223,702.12, page 3647, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 3,850.03, COURTYARD FUND, page 3648, seconded by Mrs. McKay and unanimously carried.

The Board accepted the payroll for the periods ending:

November 16, 2007	Page 1930	\$ 184,058.32
November 30, 2007	Page 1931	193,645.50
December 14, 2007	Page 1932	185,783.11

3) Financial Secretary & Treasurer's Report (continued)

D. Appointment of Arthur R. Venezia, CPA as internal auditor  
Mrs. McGrail moved to appoint Arthur R. Venezia, CPA, as internal auditor for the Northport-East Northport Public Library for fiscal July 1, 2007 through June 30, 2008, seconded by Mr. Gaudreault and unanimously carried.

4) COMMUNICATIONS

A card was received from former Trustee Michael Glennon.

A contribution was received from Elizabeth Brittman in memory of her mother Dorothea Seranne in appreciation of the Homebound Program.

A contribution was received from Neila and Peter Werner to purchase DVDs and books on tape.

A note was received from Northport High School's Environmental Team thanking the library for the support given them.

5) DIRECTOR'S REPORT

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

Thanking the Board for their support in helping to make the library of such value to the community.

A local resident's telephone call concerning the parking on June Avenue.

Stuart Horowitz, representing the Huntington Township libraries, has resigned from the Suffolk County Library System Board of Trustees.

The U\*N\*A\*B\*A\*S\*H\*E\*D Librarian, national periodical, featured information from the Northport-East Northport Public Library November Newsletter on Caregivers.

The Shaw Report featured: What's In "is getting a library card."

6) PERSONNEL REPORT

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

Mr. Gaudreault moved to approve "E Other" in the Personnel Report, seconded by Mrs. Gladding and unanimously carried.

PERSONNEL REPORT ADDENDUM

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

7) SCLS PROPOSED 2008 OPERATING BUDGET

Mrs. McKay moved to accept the proposed SCLS 2008 Operating Budget, seconded by Mrs. McGrail and unanimously carried.

8) UNFINISHED BUSINESS

A. Bring Back the Bear Campaign

The bronze replica statue of the Library Bear was dedicated on December 15, 2007 at the East Northport facility with more than 200 people attending. Cookies and hot chocolate were served after the dedication. The sculpture was made possible by generous donations from the community.

B. The Scudder Avenue Book Drop

The Book Drop is being utilized and has been favorably received.

C. Special District Article – Newsday

Newsday articles concerning libraries may appear in January or February 2008.

D. Bridge Restoration Project

The bridge restoration has been completed except for some cosmetic work to be done.

9) EXECUTIVE COMPENSATION COMMITTEE

Mrs. McKay moved to establish an Executive Compensation Committee whose purpose is to devise a policy and process for executive compensation conforming to current generally accepted best practices. The committee will comprise the members of the current Personnel Committee and Mr. Gaudreault. The committee shall report to the Board of Trustees by the July 2008 Board Meeting, seconded by Mrs. Gladding and unanimously carried.

10) OTHER BUSINESS

Non-library activities by some teens at the East Northport Library is warranting our attention and concern.

11) DATE OF NEXT LIBRARY BOARD MEETING

Thursday, January 17, 2008

10:00 AM – Budget Work Session

11:00 AM – Regular Board Meeting

Mrs. Gladding commended the Administration on the success of the recent projects that have been completed.

12) ADJOURNMENT

Mrs. Gladding moved to adjourn at 11:40 AM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,

  
J. Ronald Gaudreault  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
December 20, 2007

**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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Joseph Nostro	Security Guard/Step 1	Security	11/19/07
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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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Seasonal Pages			
Ashley Morris	Seasonal Page/Step 3	Media Services	12/19/07 – 01/15/08
Suzanne Voizard	Seasonal Page/Step 3	Reference – EN	12/19/07 – 01/28/08
Kerry Walsh	Seasonal Page/Step 5	Computer Services	12/19/07 – 01/22/08

**PERSONNEL REPORT  
ADDENDUM**

Approval of the Following Personnel Matters  
December 20, 2007

**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>
Karl Johnson	Security Guard/Step 1	Security	12/15/07
Raymond Capone	PT Custodial Worker I/Step 1	Buildings & Grounds	12/26/07

**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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