

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of June 18, 2008 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Wednesday, June 18, 2008 in the Northport Board Conference Room.

1) CALL TO ORDER

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

Elizabeth McGrail and J. Ronald Gaudreault were absent with prior notice.

2) MINUTES OF PREVIOUS MEETING

Mrs. McKay moved to approve the minutes of May 15, 2008 meeting as amended, seconded by Mrs. Gladding and carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McKay moved to approve warrant for \$ 291,063.42, page 3671, seconded by Mrs. Gladding and carried.

Mrs. Gladding moved to approve warrant for \$ 12,086.40, page 3672, seconded by Mrs. McKay and carried.

Mrs. McKay moved to approve warrant for \$ 211,387.66, page 3673, seconded by Mrs. Gladding and carried.

Mrs. Gladding moved to approve warrant for \$ 161,433.28, page 3674, seconded by Mrs. McKay and carried.

Mrs. McKay moved to approve warrant for \$191,327.41, page 3675, seconded by Mrs. Gladding and carried.

The Board accepted the payroll for the period ending:

May 16, 2008	Page 1944	\$ 184,359.74
May 30, 2008	Page 1945	182,303.64
June, 13, 2008	Page 1946	182,499.59

B. Review of monthly expenditures

C. Review of statistical summary

Financial Secretary & Treasurer's Report (continued)

RESOLUTION

Mrs. McKay moved to authorize the opening of a deposit account with the HSBC Bank and sign the municipal resolution document for the investment of funds of the Northport-East Northport Public Library, seconded by Mrs. Gladding and carried.

4) DIRECTOR'S REPORT

The Director's Report was given orally. In addition to the packet mailed in advance the report contained the following:

After thorough review and evaluation of three vendors, the Administration has accepted a three year contract from Paypro Corporation for payroll services.

A discussion of work needed at the rear entrance to the Northport Library concluded that plans would be drawn for upgrades commencing summer 2009. At present a fence blocking a walk-through on June Avenue has been installed. The book drops on Scudder Avenue will be replaced with two larger units. The present book drops will be used in each building as donation drops. There is a facade failure on the North side of the original 1966 building which is under examination and evaluation by Beatty, Harvey Architects.

This summer the rear entrance to the East Northport Library will be upgraded. The same paving system used in the Bear walk will be used. Funding for the project will include requests for Legislative aid.

A Silver Star Coupon Book program for patrons 65 or older was introduced. The book will provide discount coupons for a variety of Library services valued at a total of \$16.00. The program will commence in September.

Mrs. Gladding moved to approve the Silver Star Coupon incentive program and free gift for patrons over 65 or older, seconded by Mrs. McKay and carried.

5) PERSONNEL REPORT

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

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

One page attached

ADDENDUM

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

Mrs. Gladding moved to approve "E Other" in the Personnel Report Addendum, seconded by Mrs. McKay and carried.

One page attached

6) **DATE OF NEXT LIBRARY BOARD MEETING**

Thursday, July 17, 2008, 10:00 AM - Board Reorganizational Meeting

11:00 AM - Regular Board Meeting

12:00 PM - Staff Recognition Ceremony

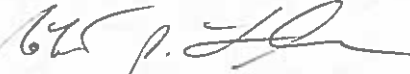
7) Mrs. McKay moved to leave the regular meeting and convene in Executive Session to discuss personnel matters, seconded by Mrs. Gladding and carried.

Mrs. Gladding moved to leave Executive Session and return to the regular meeting, seconded by Mrs. McKay and carried.

8) **ADJOURNMENT**

Mrs. McKay moved to adjourn at 11:50 AM, seconded by Mrs. Gladding and carried.

Respectfully submitted,



J. Ronald Gaudreault
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
June 18, 2008

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>
Carla D'Amore	Page/Step 1	Reference - Npt	06/02/08
Allison Heinicke	Page/Step 1	Youth Services - EN	06/02/08
Bionca Hinton	Page/Step 1	Youth Services - Npt	06/02/08

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Megan McGinnis	PT Librarian I/Step 1	Youth Services	06/03/08
Elizabeth Aitken	PT Librarian I/Step 9	Youth Services	08/01/08
Lauren Regensburger	Page/Step 4	Youth Services	06/04/08
Stephanie Tantillo	Page/Step 1	Youth Services	06/03/08

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
June 18, 2008

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>
Ryan Baez	Page/Step 1	Computer Services	06/18/08
Peter Zuchowski	Page/Step 1	Youth Services	06/18/08

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>
Promotion Kathleen Morris	FT Library Clerk/Step 7	Reference Services	07/07/08