

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of July 17, 2008 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, July 17, 2008 in the Northport Board Conference Room following the Reorganizational Meeting.

1) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 10:00 AM. Also attending were Andrea Gladding, Ruth McKay, Elizabeth McGrail, J. Ronald Gaudreault, Director Stephanie Heineman and Assistant Directors Eileen Minogue and James Olney.

2) MINUTES OF PREVIOUS MEETING

Mrs. McGrail moved to approve the minutes of June 18, 2008 as amended, seconded by Mrs. Gladding and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 300,225.23, page 3676, seconded by Mrs. McKay and unanimously carried.

Mr. Gaudreault moved to approve warrant for \$ 111,594.77, page 3677, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 220,539.42, page 3678, seconded by Mrs. McGrail and unanimously carried.

The Board accepted the payrolls for the periods ending:

June 27, 2008	Page 1947	\$187,878.35
July 11, 2008	Page 1948	195,013.11

B. Review of monthly expenditures

C. Review of statistical summary

4) COMMUNICATIONS

A letter was received from Irving Toliver, President of the Board of Trustees, Suffolk Cooperative Library System requesting the Board consider unified annual voting dates for library budget votes as stated in his letter.

Mr. Gaudreault moved to approve Mr. Toliver's request for common voting dates, seconded by Mrs. Gladding and unanimously carried.

Senator Carl L. Marcellino has informed the library that "a library aid bullet grant in the amount of \$10,000 has been negotiated and approved by me for the Northport-East Northport Public Library."

5) DIRECTOR'S REPORT

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

Retirement letter from Barbara Kott, library clerk, who retired last month, thanking the library, considering it a privilege and rewarding experience for her 16 years.

Debbie Formosa, Reference Librarian, and Mary Ellen Moll, head of Community Services, reported the success of staging a summer concert on the Courtyard. The doo-wop singing group The Precisions' concert attracted more than 150 people with rave reviews.

Thanked the Board of Trustees for her surprise celebration honoring her twenty years of service.

6) PERSONNEL REPORT

Mrs. McGrail moved to approve "A Salary Increase" in the Personnel Report, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay 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.

Mrs. Gladding moved to approve "E Other" in the Personnel Report, seconded by Mrs. McGrail and unanimously carried. (Three pages attached)

Mrs. McGrail moved to approve "B New Employees" in the Personnel Addendum, seconded by Mrs. McKay and unanimously carried. (One page attached)

7) REVISION OF LIBRARY RULES OF CONDUCT

Mrs. McGrail moved to approve the revised library rules of conduct, seconded by Mrs. McKay and unanimously carried. (Two pages attached)

8) 2008 IN-HOUSE RETIREMENT INCENTIVE FOR THOSE 65 YEARS OF AGE AND OLDER

Betsy McGrail moved to approve the 2008 in-house retirement plan for those 65 years of age and older, seconded by Mrs. McKay and unanimously carried. (continued on page three)

Resolution

Be it resolved the Board of Trustees of the Northport-East Northport Public Library does hereby elect to authorize an In-House Retirement Incentive for all eligible full-time employees who reach age 65 and have completed 10 years of continuous service at the Northport-East Northport Public Library by October 1, 2008. The incentive offering is in the amount of \$800 per each year of full-time service (part-time service will be prorated). The effective date of retirement must be set during the 90 day period of October 1 through December 31, 2008 and the Employee Participation/Declination Certification must be submitted to the Library Director no later than September 1, 2008

9) NEW BUSINESS

A. Building Facade failure, SEQRA Determination – Northport building

RESOLUTION

WHEREAS, the Board of Trustees of the Northport-East Northport Public Library is proposing exterior wall repairs and improvements at the Northport Public Library (hereinafter the “proposed project”);and

WHEREAS, these repairs are necessary due to the collapse of a portion of the exterior façade as detailed in the report of David Wortman, Senior Environmental Planner, dated July 11, 2008; and

WHEREAS, THE Board of Trustees of the Northport-determined to make available the necessary and required funds to complete said proposed project; and

WHEREAS, the Board of Trustees of the Northport-East Northport Library has retained Freudenthal & Elkowitz Consulting Group, Inc. to review the proposed project and the State Environmental Quality Review Act and its implementing regulations at 6 NYCRR Part 617, and to make a recommendation to the Board of Trustees of the Northport-East Northport Public Library as to the proper classification of the proposed project;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Northport-East Northport Public Library, as lead agency, after review of the action proposed at the Northport Public Library, 6 NYCRR §617.5, and the opinion provided by Freudenthal & Elkowitz Consulting Group, Inc. hereby determines that the proposed action is a Type II Action pursuant to 6 NYCRR §617.5(c)(1) of the implementing regulations of the State Environmental Quality Review Act, and will, therefore by definition, have no significant adverse impact on the environment.

BE IT FURTHER RESOLVED, that the Board of Trustees requests that the New York State Education Department grant expedited review of the plans for said repairs and grant all required permits on an expedited basis so all needed repairs can be made as soon as possible.

Mrs. McGrail moved to approve the facade failure Resolution, SEQRA determination, Northport building, seconded by Mrs. McKay and unanimously carried.

(Two pages attached)

B. East Northport Rear Entrance Improvement Project
RESOLUTION

Whereas the Board of Trustees of the Northport-East Northport Public Library recognizes the need to improve access to the rear entrance of the East Northport Library building, and whereas the 2007 fiscal audit indicates a designated fund of \$265,000 set aside for Technological and Capital Improvements;

Now, therefore be it resolved that the Board of Trustees of the Northport-East Northport Public Library approves expenditures for this project in the amount of \$9,750.

Mrs. McKay moved to approve the RESOLUTION for repair of the rear entrance of the East Northport Library, seconded by Mr. Gaudreault and unanimously carried.

C. LIBRARY2014

A planning process for the LIBRARY2014 observance has been initiated by Administration. That year will mark the 100th anniversary of the Northport Library and will serve as an appropriate benchmark to work with the community for long range planning on buildings and services.

D. 131-165 Larkfield Road

The Capital Improvement Committee will be consulted to assist in developing the library as a community resource by actively seeking opportunities for growth.

10) OTHER

Chairperson Robert Little shall send correspondence to the Staff Association representatives advising them that, as in the past, Douglas McNally, library attorney, shall represent the Administration and the Board in the upcoming staff contract negotiations

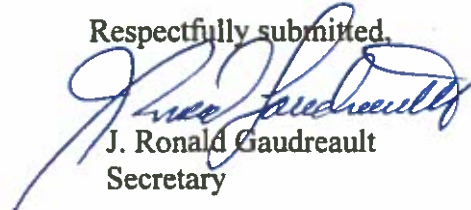
11) DATE OF NEXT LIBRARY BOARD MEETING

Thursday, September 18, 2008, 10:00 AM – Regular Meeting

12) ADJOURNMENT

Mrs. McGrail moved to adjourn at 12:00 noon, seconded by Mrs. McKay and unanimously carried.

Respectfully submitted,



J. Ronald Gaudreault
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
July 17, 2008

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Jessica Attard	Page/Step 4	Youth Services – EN	07/07/08
Caitlin Aymong	Page/Step 4	Media Services	07/07/08
Briana Azzarelli	Page/Step 3	Youth Services – Teen	07/07/08
Kate Begley	Page/Step 10	Youth Services – Npt	07/07/08
Evan Bloecker	Page/Step 9	Reference – EN	07/07/08
Ian Bross	Page/Step 6	Computer Services	07/07/08
Alexis Bryson	Page/Step 4	Reference – Npt	07/07/08
Meredith Burcyk	Page/Step 4	Youth Services – EN	07/07/08
Kristen Butler	Page/Step 3	Reference – Npt	07/07/08
Michael Cavallaro	Page/Step 7	Computer Service	07/07/08
Kristin Cortina	Page/Step 5	Youth Services – EN	07/07/08
Andrew Cowie	Page/Step 2	Computer Services	07/07/08
Olivia D'Accordo	Page/Step 4	Youth Services – Npt	07/07/08
Alyssa D'Agostino	Page/Step 5	Computer Services	07/07/08
Steven Dragone	Page/Step 3	Computer Services	07/07/08
Brendan Dwyer	Page/Step 3	Youth Services – Npt	07/07/08
Shannon Fabbrini	Page/Step 3	Reference – Npt	07/07/08
Shaylyn Forte	Page/Step 4	Reference – Npt	07/07/08
Samantha Gross	Page/Step 6	Reference – Npt	07/07/08
Darla Gutierrez	Page/Step 9	Youth Services – Npt	07/07/08
Frederick Hansen	Page/Step 12	Reference – EN	07/07/08
Michael Kiley	Page/Step 5	Youth Services – EN	07/07/08
Charlotte Latuso	Page/Step 2	Media Services	07/07/08
Catherine Leone	Page/Step 6	Youth Services – Npt	07/07/08
Jessica Luning	Page/Step 3	Reference – Npt	07/07/08
Mark Malizia	Page/Step 4	Media Services	07/07/08
Michael Marchese	Page/Step 3	Computer Services	07/07/08
Samantha Miller	Page/Step 4	Reference – Npt	07/07/08
Mary Ann Morrisroe	Page/Step 11	Reference – EN	07/07/08
Kathryn Murphy	Page/Step 3	Youth Services – Npt	07/07/08
Raymond Murphy	Page/Step 3	Reference – EN	07/07/08
Emma Nichols	Page/Step 3	Reference – Npt	07/07/08
Katherine Norman	Page/Step 3	Computer Services	07/07/08
Courtney Oswald	Page/Step 3	Youth Services – EN	07/07/08
Melissa Panarello	Page/Step 2	Youth Services – Npt	07/07/08
Andrew Pearlman	Page/Step 4	Reference – EN	07/07/08
Julie Pollard	Page/Step 5	Youth Services – EN	07/07/08
Melissa Rabbe	Page/Step 4	Youth Services – EN	07/07/08
Thomas Reilly	Page/Step 6	Youth Services	07/07/08
James Reiss	Page/Step 3	Computer Services	07/07/08
Mary Jane Ritter	Page/Step 12	Reference – Npt	07/07/08
Miriam Roth	Page/Step 20	PALS/Tech Services	07/07/08
Justine Rotondo	Page/Step 4	Reference – Npt	07/07/08

A. Salary Increase (continued)

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Arianna Spiros	Page/Step 4	Youth Services – EN	07/07/08
Erin Tighe	Page/Step 3	Local History	07/07/08
Ashley Trainor	Page/Step 3	Reference – EN	07/07/08
Suzanne Voizard	Page/Step 4	Reference – EN	07/07/08
Jessica Wallin	Page/Step 7	Youth Services – EN	07/07/08
Kerry Walsh	Page/Step 6	Youth Services	07/07/08
Victoria Walsh	Page/Step 3	Reference – Npt	07/07/08
Patricia Welsh	Page/Step 8	Reference – EN	07/07/08
Marilyn Barker	Café Worker/Step 4	Community Services	07/07/08
Joyce Bernat	Café Worker/Step 20	Community Services	07/07/08
Rose Boccia	Café Worker/Step 9	Community Services	07/07/08
Florence Gorman	Café Worker/Step 10	Community Services	07/07/08
Marie Klein	Café Worker/Step 12	Community Services	07/07/08
Jill Krahel	Café Worker/Step 8	Community Services	07/07/08
Jill Kuehn	Café Worker/Step 8	Community Services	07/07/08
Kathleen O’Sullivan	Café Worker/Step 5	Community Services	07/07/08
Caroline Prisco	Café Worker/Step 10	Community Services	07/07/08
John Souto	Café Worker/Step 13	Community Services	07/07/08
Dominick Tripolone	Café Worker/Step 8	Community Services	07/07/08
Dorothy Windus	Café Worker/Step 9	Community Services	07/07/08
Gary Becker	Security Guard/Step 5	Security	07/07/08
Vincent Catalano	Security Guard/Step 1	Security	07/07/08
William Hock	Security Guard/Step 4	Security	07/07/08
William Hummel	Security Guard/Step 3	Security	07/07/08
Karl Johnson	Security Guard/Step 1	Security	07/07/08
Ralph Pellegrino	Security Guard/Step 1	Security	07/07/08
Salvatore Rapisardi	Security Guard/Step 6	Security	07/07/08
Charles Sentowski	Security Guard/Step 3	Security	07/07/08
Luigi Suriano	Security Guard/Step 1	Security	07/07/08
John White	Security Guard/Step 1	Security	07/07/08
Robert Wilson	Security Guard/Step 1	Security	07/07/08

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Joseph Pokorny	Page/Step 1	Computer Services	07/21/08
Theodore Robinson	Page/Step 1	Youth Services – EN	07/21/08
Paulina Stewart	Page/Step 1	Youth Services – Npt	07/21/08
Cathyjean Van Dyke	Page/Step 1	Youth Services – Npt	07/21/08

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Jessica Attard	Page/Step 4	Youth Services – EN	07/31/08
Kate Begley	Page/Step 10	Youth Services – Npt	07/31/08
Olivia D’Accordo	Page/Step 4	Youth Services – Npt	07/31/08

C. Resignations (continued)

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Douglas Hartough	Page/Step 6	Computer Services	07/11/08
Kaitlyn Sullivan	Page/Step 3	Youth Services – Npt	07/11/08
Carol Trentadue	Café Worker/Step 10	Community Services	06/30/08

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>
Promotion Dolores Faherty	PT Library Clerk/Step 1	PALS/Tech Services	07/08/08

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
July 17, 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>
Brian Lambert	Page/Step 1	Computer Services	07/21/08
Maureen Ciaravino	PT Librarian I/Step 4	Youth Services	07/28/08

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>
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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 Photographing and Filming in the Library 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.

FRÉUDENTHAL & ELKOWITZ CONSULTING GROUP, INC.

Theresa Elkowitz, President

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Islandia, New York 11749

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July 11, 2008

VIA OVERNIGHT CARRIER

Mr. James Olney
Assistant Library Director
Northport – East Northport Public Library
151 Laurel Avenue
Northport, New York 11768

Re: State Environmental Quality Review Act (“SEQRA”) Analysis
Northport – East Northport Public Library
Proposed Exterior Repairs and Improvements at the Northport Public Library

Dear Mr. Olney:

Pursuant to the request of the Board of Trustees of the Northport – East Northport Public Library, this firm has reviewed the proposed exterior repairs and improvements at the Northport Public Library for the purpose of assisting the Board of Trustees in classifying the action pursuant to the implementing regulations of the State Environmental Quality Review Act (“SEQRA”) set forth in 6 NYCRR Part 617, to wit:

- removal of the existing two-foot-high, precast concrete panels for a length of 105 feet and replacement in-kind, or installation of an EIFS panel; and
- removal, replacement in-kind, and flashing of eight inches of brick for a length of 105 feet.

Given the scope of the proposed project and pursuant to 6 NYCRR §617.5(c)(1), the above-described action would be appropriately classified as Type II¹ as it consists of:

(1) maintenance or repair involving no substantial changes in an existing structure or facility;

Based on the above, and the information provided by Mr. Paul Clinton of Beatty, Harvey & Associates, LLP, it is our opinion that the proposed action should be classified as Type II. As such, no further environmental review would be required. If the Board of Trustees concurs with this determination, in its capacity as lead agency, a resolution should be prepared indicating that the proposed action is classified as Type II with the appropriate citation noted. Sample language is enclosed for the Board of Trustees’ consideration and counsel’s review.

¹A Type II action, by definition, is one that is not subject to review pursuant to 6 NYCRR Part 617.

Mr. James Olney, Assistant Library Director
Northport – East Northport Public Library

July 11, 2008
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Please note that, as required by the New York State Education Department, consultations were undertaken with the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP”). No response has yet been received, however, the Board of Trustees should consider any recommendations offered by OPRHP to the maximum extent practicable.

Should you wish to discuss this matter, please do not hesitate to contact me.

Sincerely,

FREUDENTHAL & ELKOWITZ
CONSULTING GROUP, INC.

A handwritten signature in black ink, appearing to read 'D. Wortman', with a long horizontal line extending to the right.

David M. Wortman
Senior Environmental Planner

DW/lm
enc.