

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of November 20, 2008 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, November 20, 2008 in the Northport Board Conference Room.

1) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 1:35 PM. Also attending were Andrea Gladding, Ruth McKay, Elizabeth McGrail, J. Ronald Gaudreault, Director Stephanie Heineman and Assistant Directors Eileen Minogue and James Olney.

Also attending was Henry Graber of Graber CPA LLC for the Auditor's Report on Examination.

2) MINUTES OF PREVIOUS MEETING

Mrs. McGrail moved to approve the minutes of the Regular Meeting October 16, 2008, seconded by Mrs. Gladding and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A Discussion and acceptance of Auditor's Report on Examination

Mr. Gaudreault moved to accept the Auditor's Report on Examination, seconded by Mrs. McGrail and unanimously carried.

B Approval of warrants

Mr. Gaudreault moved to approve warrant for \$ 308,341.27, page 3690, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 55,703.93, page 3691, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 243,827.66, page 3692, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 814.50, page 3693, seconded by Mr. Gaudreault and unanimously carried.

Mr. Gaudreault moved to approve warrant for \$ 222,260.67, page 3694, seconded by Mrs. McGrail and unanimously carried.

The Board accepted the payrolls for the periods ending:

October 17, 2008	Page 1955	\$188,444.99
October 31, 2008	Page 1956	200,183.40
November 14, 2008	Page 1957	191,741.03

- C. Review of monthly expenditures
- D. Review of statistical summary

4) DIRECTOR'S REPORT

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

Working on preparation of the 2009/2010 library budget with consideration of economic climate and community's ability to support the library tax.

Administration is striving to maintain services our patrons are accustomed to while keeping the budget as close to the current level of expenditures.

The funding that the Suffolk Cooperative Library System receives from New York State may be cut back this year, possibly resulting in an increase in what Northport-East Northport's fees to Suffolk Cooperative Library System will be.

Innovative Interfaces Inc. (III) Program Registration Module is being implemented under the leadership of Fran Byrne, Head of Circulation at East Northport.

5) PERSONNEL REPORT

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

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

PERSONNEL REPORT ADDENDUM

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

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

6) PROPOSED SCLS 2009 OPERATING BUDGET

Mrs. Gladding moved to approve the proposed SCLS 2009 operating budget, seconded by Mr. Gaudreault and unanimously carried.

7) STAFF ASSOCIATION CONTRACT EXTENSION, July 1, 2009 – June 30, 2010

RESOLUTION

WHEREAS, the existing contract with the Employee Staff Association expires June 30, 2009, and

WHEREAS, during the course of negotiations for a new contract the Trustees proposed a one year extension upon the same terms as the current contract with a salary increase of step plus 2%, and

WHEREAS, the Staff Association has accepted the proposed one year extension as evidenced by the letter of the President of the Staff Association dated November 7, 2008, and

WHEREAS, the Board wishes to authorize the Chairperson of the Board of Trustees to execute the annexed one year extension contract on behalf of the Board.

NOW, THEREFORE, be it resolved Robert R. Little as Chairperson of the Board of Trustees of the Northport-East Northport Public Library is hereby authorized to execute a one year extension of the existing Staff Association Contract upon the terms detailed in the annexed Contract Extension Agreement.

8) UNFINISHED BUSINESS

A. Northport Library Façade Failure

Mrs. McGrail moved to approve the Resolution for repair of the façade failure, seconded by Mrs. Gladding and unanimously carried.

RESOLUTION

WHEREAS at the bid opening on October 15, 2008 low bids from both Minhas General Construction Company and Pioneer Construction Company were received, and

WHEREAS the base bid installation to repair the façade from Minhas was over the budget that the library had allotted for the project, and

WHEREAS both contractors discussed a reduction in scope with Beatty, Harvey & Associates, architects, based on the bid details from the amounts that were proposed and per these discussions to replace the two failing panels based on the exterior insulating finish system (EIFS) the prices would be as follows:

Minhas General Construction Company	\$ 42,800
Pioneer Construction Company	33,700

THEREFORE, the Board of Trustees resolves to proceed with the reduced-scope project and award the work to Pioneer Company.

B. LIBRARY2014
C. 163 Larkfield Road

9) OTHER

The Director informed the Board that a FOIL request from a Smithtown resident was received and the questions are being answered.

10 DATE OF NEXT LIBRARY BOARD MEETING

Thursday, December 18, 2008 1:30 PM - Regular Board Meeting

11) Convene in Executive Session

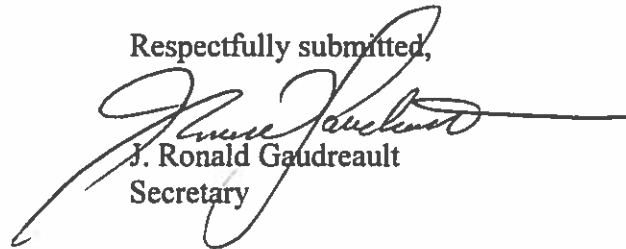
Mr. Gaudreault moved to convene in Executive Session to discuss the Executive Compensation committee's report, seconded by Mrs. McGrail and unanimously carried.

Mr. Gaudreault moved to leave Executive Session and return to regular meeting, seconded by Mrs. McGrail and unanimously carried.

12) ADJOURNMENT

Mrs. McKay moved to adjourn at 3:34 PM, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,



J. Ronald Gaudreault
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
November 20, 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>
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John Colella	Page/Step 1	Computer Services	10/24/08
Lisa Olivieri	Page/Step 1	Youth Services	10/27/08

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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Parental Leave Heather Larkin	Library Clerk/Step 6	Circulation – EN	11/19/08 – 01/12/09
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**PERSONNEL REPORT
ADDENDUM**

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A. Salary Increase

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B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Victoria Galasso	Page/Step 1	Reference – Npt	11/24/08
Jessica Raguzin	Page/Step 1	Reference – Npt	11/24/08
Lisa Miller	PT Library Clerk/Step 1	Circulation – EN	12/01/08
Ellen Crawford	Library Clerk/Step 1	PALS/Tech Services	12/08/08

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Alexis Bryson	Page/Step 4	Reference – Npt	10/30/08

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>
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