

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

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, December 18, 2008 at 1:30 PM in the Northport Board Conference Room.

1) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 1:30 PM. 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. McKay moved to approve the minutes of November 20, 2008 as amended, seconded by Mrs. McGrail and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McKay moved to approve warrant for \$ 11,760.80, page 3695, seconded by Mrs. McGrail and unanimously carried.

Mr. Gaudreault moved to approve warrant for \$ 294,301.00, page 3696, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 365,436.00, page 3697, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 142,859.00, page 3698, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 223,473.59, page 3699, seconded by Mr. Gaudreault and unanimously carried.

The Board accepted the payrolls for the periods ending:

November 28, 2008	page 1958	\$ 199,356.44
December 12, 2008	page 1959	195,657.58

B. Review of monthly expenditures

C. Review of statistical summary

D. 2007/2008 Audit allocation of designated funds

Mrs. McKay moved that, based on the recommendations from the 2007/2008 audit by Graber CPA LLC presented at the November 20, 2008 Board meeting, transfers from the unrestricted fund to funds designated for specific purposes need to be approved:

- Dissolve the Capital and Technological Improvement Fund presently in the amount of \$265,000 and redesignate as follows: Designated fund for Capital Improvements \$200,000, and Designated fund for Technological Improvements \$150,000.
- Designated fund for early retirement \$ 100,000
- Increase designated fund for unemployment insurance to \$ 50,000

Seconded by Mrs. McGrail and unanimously carried.

4) COMMUNICATIONS

The Board of Trustees received a thank you note from Susanne Martin PALS/tech Department for her "beautiful Citizen watch" upon the occasion of her retirement.

Director Stephanie Heineman, Assistant Director James Olney and the Board of Trustees received a thank you note from Assistant Director Eileen Minogue for their contribution to the Ronald McDonald House in memory of her mother.

5) DIRECTOR'S REPORT

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

Administrative oversight spent on mandated regulations including 403(b) third party administrators, GASB45, N.Y.S. Department of Labor Vendor Prevailing Wage Requirement, Public Librarians Post-Certificate 60 CEU Credits, AED Program, Violence Prevention Training in the Work Place, IRS 5500 tax form filing and other requirements consumes a considerable amount of time at the administrative level.

Article in Newsday regarding Greenlawn library's Friends of the Library Funds.

Distribution of literature on Port Jefferson Library's Young Adult Center housed across the street from their main building.

The Board was asked to rank from 1-5 the Eight Keys to Library Effectiveness.

6) PERSONNEL REPORT

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

7) APPOINTMENT OF "THE OMNI GROUP FOR 403(b) PLAN ADMINISTRATION"

Mrs. McKay moved to approve the following Resolution, seconded by Mrs. McGrail and unanimously carried:

RESOLUTION

Whereas the Board of Trustees of the Northport-East Northport Public Library recognizes the new legal requirements for the administration of 403(b) Retirement plans,

Be it resolved that the Board of Trustees of the Northport-East Northport Public Library adopts the 403(b) Retirement Plan as set forth by The Omni Group, and retains The Omni Group to administer said plan.

8) PERIOD OF PUBLIC PARTICIPATION

Judith Cartwright resident of June Avenue, adjacent to the library, was in attendance to relate problems she and her neighbors are having with cars parking in front of their homes. It is assumed that they are library patrons and some staff members. While the Board is sympathetic to the neighbors problems, it was agreed that she should first approach the Village of Northport for assistance with this problem since they have jurisdiction. Also, Mrs. Heineman will send a directive to the library staff requesting their cooperation by refraining from parking on June Avenue.

9) UNFINISHED BUSINESS

A. Northport Library Façade Failure

The Pioneer Construction Company has been awarded the contract and when their necessary insurance documents are submitted they will be authorized to begin work.

B. LIBRARY2014

C. 163 Larkfield Road

Mrs. Gladding moved to approve the following resolution, seconded by Mrs. McGrail and unanimously carried. Mrs. McKay abstained:

WHEREAS the current and future space needs of the library for programmatic expansion and growing storage requirements have been assessed, and

WHEREAS the Board of Trustees' Capital Improvements Committee has researched and recommended a space at 163 Larkfield Road as being available and ideally suited,

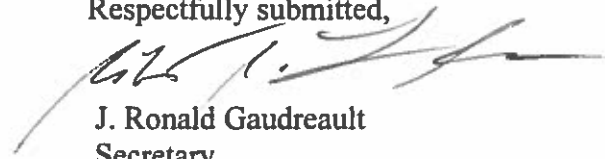
C. 163 Larkfield Road (Resolution continued)

THEREFORE a lease agreement between SSH Larkfield LLC and the Northport-East Northport Public Library will be entered into for rental space at 163 Larkfield Road and the Director is hereby authorized to execute the lease on behalf of the Board of Trustees.

- 10) DATE OF NEXT LIBRARY BOARD MEETING
Thursday, January 15, 2009, 10:00 AM – Budget Work Session
11:00 AM – Regular Board Meeting

11) ADJOURNMENT
Mr. Gaudreault moved to adjourn at 2:58 PM, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,



J. Ronald Gaudreault
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
December 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>
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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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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>
Caitlyn Aymong	Seasonal Page/Step 4	Media Services	12/18/08 – 01/16/09
Kate Berson	Seasonal Page/Step 2	Reference – NPT	12/18/08 – 01/16/09
Suzanne Voizard	Seasonal Page/Step 4	Reference – EN	12/18/08 – 01/16/09