

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of April 16, 2009 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, April 17, 2009 at 10:00 AM in the Northport Board Conference Room.

1) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 10:01 AM. Also attending were Andrea Gladding, Elizabeth McGrail, Ruth McKay, 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 March 16, 2009 meeting as amended, seconded by Mr. Gaudreault and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mr. Gaudreault moved to approve warrant for \$ 265,207.37, page 3710, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 73,770.16, page 3711, seconded by Mrs. McKay and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 199,903.29, page 3712, seconded by Mrs. McKay and unanimously carried.

The Board accepted the payrolls for the period ending:

March 20, 2009	Page 1967	\$ 189,390.85
April, 03, 2009	Page 1968	183,694.75

B. Review of monthly expenditures

C. Review of statistical summary

4) ACCEPTANCE OF RESULTS OF LIBRARY BUDGET VOTE AND ELECTION OF TRUSTEE

Mrs. McGrail moved to accept the results of Library Budget Vote and Election of Trustee, seconded by Mrs. McKay and unanimously carried.

4) Acceptance of results of library budget vote and election of trustee (continued)

I, CLAIRE J. SARSER, Clerk of the Meeting for the Special District Meeting of Northport-East Northport Union Free-School District held on April 14, 2009, do hereby CERTIFY THE FOLLOWING RETURNS ON THE VOTING ON THE PROPOSED Library Budget 2009/2010 and to elect one Library Trustee for a term of five years.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

PROPOSITION NO. 1:

LIBRARY TRUSTEE

PROPOSED LIBRARY BUDGET
\$ 8,995,600

Patricia Flynn - 542
Other - Write In - 0

YES
576

NO
94

TOTAL VOTES CAST BUDGET - 670
TOTAL VOTES CAST TRUSTEE - 542

(one page attached)

5) COMMUNICATIONS

The Board of Trustees received a letter of retirement from Director Stephanie Heineman. Mrs. Heineman's retirement was accepted with gratitude for her distinguished service.
(two pages attached)

6) DIRECTOR'S REPORT

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

Mrs. Minogue reported on the various ways librarian Rochelle Freed, who is in charge of the Career Center, is assisting job seekers during this recession.

Mr. Olney reported on the Professional Development Center's role of providing continuing education to the faculty of the Northport-East Northport School District. The art faculty under the direction of Peter Falotico attended a workshop planned under the direction of James Olney with Nancy Morcerf Head of Adult Services, Doris Gebel Head of Youth Services, and Teen Librarians Candy Reeder and Michelle Vagner. This year's in-service training, "Technology & Art", was the fifth year of presentations by the library staff.

The Library staff appreciated the Library Board's reception honoring Northport-East Northport Public Library as a Library Journal "Four-star Library".

Librarian Denise J. Campbell's thank-you for the assistance given by fellow staff members Anthony Martocello, Jesse Reinard and Michael Matias.

7) UNFINISHED BUSINESS

A. Unfinished Business

There are engineering details to be worked out on the exterior façade project and approved by the engineer.

B. LIBRARY 2014

C. 163 Larkfield Road

8) MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS A MATTER OF PUBLIC SAFETY AND PERSONNEL MATTERS.

Mrs. McGrail moved to leave the Regular Meeting and convene in Executive Session to discuss a matter of public safety and personnel matters, seconded by Mrs. McKay and unanimously carried.

Mrs. McGrail moved to leave the Executive Session and return to the Regular Meeting, seconded by Mrs. McKay and unanimously carried.

9) PERSONNEL

A. PERSONNEL REPORT

Mrs. McKay 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. (one page attached)

B. ADMINISTRATIVE REORGANIZATION

Mr. Gaudreault moved to accept the Administrative Reorganization Personnel Report, seconded by Mrs. Gladding and unanimously carried. (one page attached)

Following a thorough review (in Executive Session) of the Suffolk County Department of Civil Service Library Director's List, Eileen Minogue was identified as the most outstanding qualified candidate.

10) DATE OF NEXT LIBRARY BOARD MEETINGS

Monday, May 11, 2009, 10:00 AM - Regular Board Meeting

Thursday, June 11, 2009, 10:00 AM - Regular Board Meeting

11) ADJOURNMENT

Mrs. McGrail moved to adjourn at 11:43 AM, seconded by Mrs. McKay and unanimously carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Ronald Gaudreault", written over a horizontal line.

J. Ronald Gaudreault
Secretary

IV. Acceptance of results of Library Budget Vote and Election of Trustee

I, CLAIRE J. SARSER, Clerk of the Meeting for the Special District Meeting of Northport-East Northport Union Free School District held on April 14, 2009, do hereby CERTIFY the following returns on the voting on the proposed Library Budget 2009/2010 and to elect one Library Trustee for a term of five years.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

PROPOSITION NO. 1:
PROPOSED LIBRARY BUDGET
\$ 8,995,600

YES NO
576 94

LIBRARY TRUSTEE

Patricia Flynn - 542
Other - Write In - 0

TOTAL VOTES CAST BUDGET - 670

TOTAL VOTES CAST TRUSTEE - 542



Claire J. Sarser, Clerk of the Special District Meeting



Northport-East Northport Public Library

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www.nenpl.org

April 16, 2009

Dear Board of Trustees,

You can imagine how difficult it was to come to you in February with my decision to retire this summer. I have served as Director of the Northport-East Northport Public Library since June 1988. Chairperson Bob Little aptly put it when he told the Times Record last June in an article celebrating my twentieth anniversary, "The library is her life." After almost 40 years working as a library administrator in Suffolk County, 21 of those years as Director in this outstanding community, however it is time for me to redefine my boundaries.

This has been an exhilarating journey and I want to thank you for the wonderful opportunity. When I turned on to Laurel Avenue years ago I had no idea how exciting, challenging, and hair-raising the ride would be. Ruth McKay, who continues on the Board today, was Chairperson when I was selected as Director. I know I have not disappointed her and that indeed makes me proud. She, like all of the Board members who have served in these past 21 years, embodies what the community expects of its elected officials. Our Board has great integrity, is conscientious, meticulous, fair-minded, and progressive. The Board's high standards and high expectations are the key to the library's success. The trustees' encouragement and respect of my leadership style, creativity and good judgment has enabled the library under my direction to achieve truly amazing and significant accomplishments. During my tenure, I believe, we have positioned the library as a "great good place" in the community that is cherished and considered well deserving of support.

We labored together for seven years from 1988 to 1995 determining the best option for the building program. With an overwhelmingly supportive community we then built two amazing state of the art and cost-effective libraries and appointed them with features for infants as well as scholars. We added cafes as a finishing touch and blended the library of the 20th century with the emerging library of the 21st century making the library a true community destination. We migrated from a card catalog to an OPAC, from microfilm to electronic reference, from paper to downloadable, from a few computers to a technologically based infrastructure. We undertook extraordinary projects and energized the community to help us install a tile mural, a bookball, a prince, a bear, and build a courtyard. The donations made to these fundraising ventures are a testament to the wellspring of goodwill we have established. We kept our antenna

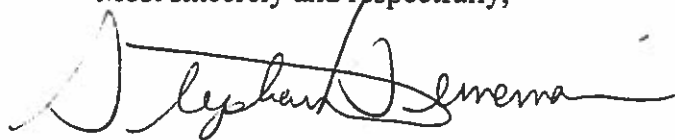
always tuned to the voice of the community and recognized that to be exceptional library service must be defined locally. We carefully gauged the library's service program to match community needs, interests and priorities. We pledged ourselves to excellence and branded our identity in the community as an institution that delivers on its commitments. We planned economically, developed deliberately, managed frugally, supervised consistently and kept the vision of future always in our sights.

The pride felt in all of these accomplishments is small compared to the pride I feel in knowing that the Northport-East Northport Public Library is a great place to work. I believe we have created an environment of trust. The staff takes pride in what they do and tremendously enjoys their work. My strongest leadership skill has been to identify the talents and abilities that can contribute to making the library a better institution. Simply put, the true value of this institution is the outstanding group of individuals who we call our staff. I am so grateful to have worked with each and every one of them.

The opportunity to have worked side by side for 21 years with Eileen Minogue has made this decision doubly difficult. Her high intelligence, competency, caring and grace greatly benefit the patrons and the staff. More than colleagues, our friendship is precious. Six years ago, James Olney joined our team and brought to Administration his high-tech high-touch style and his soft-spoken, easy manner. He is completely devoted to the library and is its strongest advocate. Eileen and James are the library treasures. Consider them priceless.

I know the Northport-East Northport Public Library will continue to do great work and accomplish great things. It is in the tradition of its cultural heritage to do so. I only hope that years from now my leadership as Library Director from 1988 through 2009 will be remembered as having contributed to this extraordinary institution.

Most sincerely and respectfully,

A handwritten signature in black ink, appearing to read 'Stephanie Heineman', written in a cursive style.

Stephanie Heineman
Director

PERSONNEL REPORT
Approval of the Following Personnel Matters
April 16, 2009

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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Kerry Walsh	Page/Step 6	Computer Services	04/17/09
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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>
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Promotions

Anthony Martocello	Network & Systems Administrator/Step 11	Network & Systems Services	04/20/09
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Jesse Reinard	Network & Systems Technician/Step 6	Network & Systems Services	04/20/09
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**PERSONNEL REPORT
ADMINISTRATIVE REORGANIZATION
July 13, 2009**

A. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Stephanie Heineman	Director/As per Administrative Contract 2009/2010	Administration	09/07/09

With the retirement of Stephanie Heineman, Director, the Library Administration will be reorganized as follows:

B. Promotions

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Eileen Minogue	Acting Director/As per Administrative Contract 2009/2010 plus promotional increase	Administration	7/13/09 – 09/07/09
	Director	Administration	09/07/09
James Olney	Assistant Director/As per Administrative Contract 2009/2010 plus promotional increase	Administration	07/13/09
Margaret Brozek	Librarian IV/Current salary plus promotional increase	Administration	07/13/09