

NORTHPORT –EAST NORTHPORT PUBLIC LIBRARY  
Meeting of October 15, 2009

Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, October 15, 2009 in the Board Conference Room.

1) CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:10 AM. Also attending were Ruth McKay, Andrea Gladding, Patricia Flynn, Robert Little, Director Eileen Minogue and Assistant Director James Olney.

2) MINUTES OF PREVIOUS MEETING

Mrs. Gladding moved to approve the minutes of September 18, 2009 as amended, seconded by Mrs. McKay and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McKay moved to approve warrant for \$ 219,399.58, page 3733, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 276,362.19, page 3734, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 73,691.92, page 3735, seconded by Mrs. Gladding and unanimously carried.

The Board accepted the payrolls for the period ending:

|                    |           |              |
|--------------------|-----------|--------------|
| September 18, 2009 | Page 1980 | \$185,822.51 |
| October 02, 2009   | Page 1981 | 192,400.68   |

B. Review of monthly expenditures

C. Review of statistical summary

4) COMMUNICATION

SCLS Director Kevin Verbese informed the Director Eileen Minogue and Assistant Director James Olney that a meeting will be held on Tuesday, October 20, 2009 at 5:15 PM at the Huntington Public Library "to caucus and nominate a Trustee to serve on the System Board to fill a term which runs from January 1, 2010 through December 31, 2012."

Library Counsel Douglas McNally informed Director Eileen Minogue and Assistant Director James Olney that he will be joining the firm of Hamburger, Maxson, Yaffe, Wishod, Knauer, LLP of Melville, New York on December 1, 2009 as a partner in the firm. He states that "I will continue to practice in all of the areas I have performed services for you in the past." (The Board shall invite Mr. McNally to attend the regular November Board Meeting)

5) DIRECTOR'S REPORT

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

Reference Librarian Evelyn Degen informed Administration of her plan to retire as of December 31, 2009.

The booklet compiled by Christine Farrugia, Children's Librarian and designed by Kathryn Heaviside, Community Services Librarian, lists books available in the Parents Collection at the Northport and East Northport libraries.

Clare Sarser, Administration Assistant, compiled an extensive list of the records that have been shredded under her direction.

ACCOUNTING – The library audit has been completed and the draft copy is being reviewed. A new work station to include a computer has been created from space gained through disposition of records.

ADMINISTRATION – Records management work continues to progress. Participation in the Public Library Directors Association golf fundraiser on September 24, 2009 helped raise \$14,200. to support New Yorkers for Better Libraries Public Action Committee.

Arranged and attended the twenty-third Annual Legislative Breakfast.

Held the third annual State mandated Workplace Violence Prevention Program.

ADULT SERVICES - Suffolk Wave downloadable media subscription through SCLS is being well utilized by our patrons with one winning a MP3 raffle prize. System staff supported our librarians through on-site training of this sophisticated and technical service.

BUILDINGS & GROUNDS – New book drops for East Northport have been ordered to replace the rusted-out ones. The book drops have become even more popular now that they have been relocated to the center island drive-up. The Stuart Goldblatt commemorative trees have been purchased and require planting and installation of the bronze plaques.

A new dry extraction carpet cleaning system was demonstrated, with impressive results, for purchase consideration to save money and clean the carpets more regularly by our own staff.

CIRCULATION-Silver Star coupon recipients have totaled 1,000. Building attendance has been steadily high with Interlibrary loans and holds increasing to the monitoring of 1400-1800 per day. Museum passes are going strong with almost every day booked and glitches worked out.

**COMMUNITY SERVICES**-The successful Picturing America art talk presented the current popular Long Island Ruins program which filled the Northport Community Room on a week night.

**COMPUTER SERVICES**-Training to implement One Click downloadable Youth Services media has been ongoing and valuable to staff.

**EAST NORTHPORT**-The café remodel has begun with the arrival of the storage armoire to enable supplies to be kept upstairs. The staff lounge linoleum has been ordered to replace the delaminating broadloom.

**LOCAL HISTORY**- The Taking the Stacks to the Streets outreach program is being expanded to include local florists and bicycle stores. WLIW has requested our assistance in providing historical digital photos of old Huntington for an upcoming documentary.

**NETWORK & SYSTEMS** - A server upgrade being implemented is a huge project the success of which will be that it is transparent to all of our patrons and staff. A webcam has been installed in the Museum Cove to support a virtual Newbery author visit using Skype technology.

**PALS/TECH SERVICES**-A Palmer Library School student is being provided an internship and her project will be creating a PALS blog which will identify cataloging rules and exceptions used by our library.

**YOUTH SERVICES**-Interactive learning is now being encouraged through Sandy, the Museum Cove bird mascot. An active Teen Advisory Board of 30 members contributes recommendations for programs and services. The increasing level of activity by teens has resulted in their overflowing the current area into the Reading Room causing conflicting uses for shared space. Discussions to better serve this high need population are ongoing with information gathering and visits to other libraries being used toward finding possible solutions.

**6) PERSONNEL REPORT**

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

**7) PERIOD OF PUBLIC EXPRESSION**

William Taggard, library patron and library science student, attended the Regular Board Meeting.

**8) UNFINISHED BUSINESS**

A. Northport Library Façade Failure  
The façade failure repair is nearing completion.

(Unfinished Business continued)

B. LIBRARY2014

C. Metropolitan Transit Authority Payroll Tax

9) DATES OF FUTURE MEETINGS:

|                            |          |                       |
|----------------------------|----------|-----------------------|
| Monday, November 9, 2009   | 10:00 AM | Regular Board Meeting |
| Tuesday, December 15, 2009 | 11:00 AM | Regular Board Meeting |

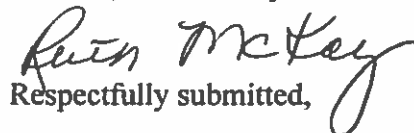
10) MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS STAFF CONTRACT

Mr. Little moved to leave the regular board meeting and go into executive session to discuss staff contract, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to leave the executive session and return to the regular meeting, seconded by Mrs. Flynn and unanimously carried.

11) ADJOURNMENT

Mrs. Flynn moved to adjourn at 12:00 PM, seconded by Mr. Little and unanimously carried.

  
Respectfully submitted,

Ruth McKay  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
October 15, 2009

**A. Salary Increase**  
Name                      Position & Grade/Step                      Department                      Effective Date

**B. New Employees**  
Name                      Position & Grade/Step                      Department                      Effective Date

**C. Resignations**  
Name                      Position & Grade/Step                      Department                      Effective Date  
Shannon Fabbrini                      Page/Step 4                      Circulation – Npt                      10/05/09

**D. Retirement**  
Name                      Position & Grade/Step                      Department                      Effective Date

**E. Other**  
Name                      Position & Grade/Step                      Department                      Effective Date