

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of December 15, 2009 Approved

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

1) CALL TO ORDER

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

Henry Graber and Tong Wu, library accountants, attended. (see # 4)

Chairperson Mrs. McGrail arrived and replaced Vice-Chairperson Mrs. Gladding and resumed the meeting.

2) MINUTES OF PREVIOUS MEETING

Mrs. McKay moved to approve the minutes of November 9, 2009 as presented, seconded by Mrs. Gladding and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Mrs. Gladding moved to accept the Auditor's Report on Examination, seconded by Mr. Little and unanimously carried.

B. Approval of warrants

Mrs. Gladding moved to approve warrant for \$ 206,336.44, page 3740, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 95,644.66, page 3741, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 557,246.12, page 3742, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 14,460.00, page 3743, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 209,520.41, page 3744, seconded by Mrs. Flynn and unanimously carried.

The Board accepted the payrolls for the period ending:

November 13, 2009	Page 1984	\$189,378.86
November 27, 2009	Page 1985	182,464.65
December 11, 2009	Page 1986	192,135.80

Financial Secretary & Treasurer's Report (continued)

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

4) ACCEPTANCE OF RESIGNATION OF GRABER CPA LLC

Mrs. Flynn moved to accept the resignation of Henry Graber, library accountant, seconded by Mr. Little and unanimously carried.

The Board thanked Mr. Graber for his 17 years of service to the library and for his confidence and conservative approach.

5) APPOINTMENT OF TONG WU, CPA, AS LIBRARY ACCOUNTANT

Mr. Little moved to appoint Tong Wu, CPA, associate of Mr. Graber, as library accountant, seconded by Mrs. McKay and unanimously carried.

6) COMMUNICATION

Communications were received from Robert and Jane Smith, 48 Scudder Ave. Northport, enclosing information on the latest laws and guidelines for the use of pesticides and fertilizers. These guidelines are being recommended for use when planning the library's landscaping upkeep; from Steven Eckers, 11 Blythe Place, East Northport, reporting about the inconvenient placement of the display case in the East Northport Library; William Taggard, 84 Gun Club Road, Northport, thanking the Director and Assistant Director for "taking the time to speak with me" and sending his "best regards to the Board and to your staff for performing in such an exemplary manner"; staff member Helen Farrell requesting "continuation of my medical disability beyond the period covered by the Library's disability plan which ended on November 5"; an email from Howard Boltson relating "how wonderful last night's BEHIND THE MICROPHONE Program was".

7) DIRECTOR'S REPORT

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

Library Services Area highlights:

ADULT SERVICES – Increased patron computer usage has been tied to patrons having either no computers, broken ones, slow ones or ones not having up-to-date features.

BUILDINGS & GROUNDS – Tree damage hitting a pole was addressed. All ceiling lights have been changed in the Northport Reading Room which has increased brightness for patrons especially at night. Mobile hand sanitizers have been placed throughout the buildings. Library holiday decorations have been displayed. East Northport fire drill was conducted.

CIRCULATION NORTHPORT - Patrons have been picking up their books to join the new adult daytime reading club, Page Turners. Staff member Jean Horesco, who the department nominated for an ELSA (Excellence in Library Service Award), received a certificate at the SCLA Dinner. Department staff baked cookies for the Veterans. The pages volunteered to package them for the Thanksgiving holiday.

COMMUNITY SERVICES - Patrons' attendance numbered 180 at the Rotary jazz concert featuring Kumalo (who plays with Paul Simon) and 80 at the BBC Audiobooks America Program.

COMPUTER SERVICES – Issues of standards compliance and accessibility on our website have been addressed.

CIRCULATION EAST NORTHPORT – Statistics comparing those of October 2007 with October 2009 showed 400 more patrons using East Northport. Our patrons who have e-mail addresses are the highest number in the County. This saves the library money on mailing overdues and enhanced communication.

LOCAL HISTORY – All library 4 Star magnets have been taken by patrons. Research through oral histories was done for a great granddaughter in California (1960's), as well as one to "solve" a taxi driver's murder in 1953, on which a book is currently being written, in East Northport.

NETWORK & SYSTEMS – To the high satisfaction of patrons new computers and printers were installed in the Applications Room and the Northport Reading Room. The Northport telephone system was reprogrammed and a new security camera was installed in the Northport Youth Services Room. New museum passes were purchased for the Museum of Modern Art and additional ones added were for the Long Island Children's Museum and the Museum of Natural History.

PALS/TECH SERVICES

The blog created by a library intern will be updated by department staff.

YOUTH SERVICES – Department Head Doris Gebel's attendance at the Next Reads Webinar will benefit patrons through adding picture books category; her ALA committee work has offered \$1,000 worth of publishers' galleys to our patrons, she will represent the library on the Best Translated Books Committee also. A large number of class visits has helped program attendance.

ADMINISTRATION-The staff appreciated the Board's recognition of the library's LJ 4-Star award at the breakfast honoring them. Interviewing for two staff openings has been ongoing. Weekly staff meetings continue to address East Northport work, covering page schedules, etc.

ADMINISTRATION (continued)

Attendance at the SCLS Annual Trustee Workshop on Marketing Your Library resulted in positive benchmarking our work in that area.

8) PERSONNEL REPORT

Mr. Little moved to approve "E" Other in the Personnel Report, seconded by Mrs. McKay and unanimously carried. One page attached

PERSONNEL REPORT ADDENDUM

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

Mrs. Gladding moved to approve "E Other" in the Personnel Report Addendum, seconded by Mrs. Flynn and unanimously carried. One page attached

9) RESOLUTION TO AMEND THE NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY 403(b) RETIREMENT PLAN

Mrs. Flynn moved to amend the Northport-East Northport Public Library 403(b) Retirement Plan, seconded by Mr. Little and unanimously carried.

**RESOLUTION TO AMEND
THE NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
403(b) RETIREMENT PLAN**

WHEREAS, the Northport-East Northport Public Library ("Library") maintains the 403(b) Retirement Plan ("Plan"); and

WHEREAS, the Plan was duly adopted on the 18th day of December, 2008 by the Library's Board of Directors ("Board"); and

WHEREAS, the Board desires to restate and amend the Plan as regards section 2:1 Eligibility;

NOW, THEREFORE, BE IT RESOLVED that section 2.1 of the plan is hereby restated and amended to read as follows:

2.1 Eligibility

Each Employee shall be eligible to participate in the Plan and elect to have Elective Deferrals made on his or her behalf hereunder immediately upon becoming employed by the Employer.

BE IT FURTHER RESOLVED that the Plan, as restated and amended is hereby approved and adopted.

RESOLUTION (continued)

IN WITNESS WHEREOF, the Library has caused this Resolution and Amendment to be adopted this 15th day of December, 2009.

10) PROPOSED SCLS 2010 OPERATING BUDGET

Mr. Little moved to approve the proposed SCLS operating budget, seconded by Mrs. McKay and unanimously carried.

11) UNFINISHED BUSINESS

A. Northport Library Façade Failure

The Library façade repair is finished. Additional repairs on the old part will be done in the spring.

B. LIBRARY2014

C. Metropolitan Transit Authority Payroll Tax

There is a petition drive to repeal the MTA payroll tax.

12) DATES OF FUTURE MEETINGS

Thursday, January 21, 2010 10:00 AM – Regular Board Meeting
Thursday, February 18, 2010 10:00 AM – Regular Board Meeting

13) ADJOURNMENT

Mrs. McKay moved to adjourn at 12:45 PM, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,



Ruth McKay
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
December 15, 2009

A. Salary Increase <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
B. New Employees <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
C. Resignations <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
D. Retirement <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
E. Other <u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Promotions			
Michelle Vagner	Librarian II/ Step 4	Adult Services – Npt	12/28/09
Anne Gelabert	PT Account Clerk/Step 1	Accounting	12/16/09
Seasonal Pages			
Kristen Butler	Seasonal Page/Step 5	Circulation – Npt	12/05/09 – 01/02/10
Andrew Cowie	Seasonal Page/Step 4	Computer Services	12/16/09 – 01/20/10
Ashley Morris	Seasonal Page/Step 3	Adult Services – Npt	12/16/09 – 01/17/10
Suzanne Voizard	Seasonal Page/Step 5	Adult Services – EN	12/21/09 – 01/17/10
Peter Zuchowski	Seasonal Page/Step 3	Network & Systems	12/16/09 – 01/13/10

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
December 15, 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>
Susan Behrendt	PT Library Clerk/Step 1	Administration	12/16/09

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>
Leave Request Helen Farrell	PT Library Clerk/Step 8	Accounting	11/05/09
Seasonal Page Briana Azzarelli	Seasonal Page/Step 5	Youth Services – Teen	12/21/09 – 01/17/10