

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of Thursday, June 17, 2010

Approved

The regular monthly meeting of the Northport-East Northport Library was held on Thursday, June 17, 2010 in the Community Room of the East Northport Library.

1) CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:00 AM. Also attending were Andrea Gladding, Robert Little, Ruth McKay, Director Eileen Minogue and Assistant Director James Olney.

Patricia Flynn was absent with prior notice.

Mrs. Gladding moved to leave the regular meeting and go into executive session with Douglas McNally, library counsel, to discuss the staff contract.

Mrs. McKay moved to close the executive session and return to the regular meeting, seconded by Mr. Little and unanimously carried.

2) MINUTES OF PREVIOUS MEETING

Mrs. Gladding moved to approve the minutes of May 20, 2010 as presented, seconded by Mrs. McKay and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McKay moved to approve warrant for \$ 261,671.68, page 3762, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 14,876.10, page 3763, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 78,601.52, page 3764, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$ 201,743.88, page 3765, seconded by Mr. Little and unanimously carried.

The Board accepted the payrolls for period ending:

May 28, 2010	Page 1999	\$188,511.93
June 11, 2010	Page 2000	181,625.38

B. Review of monthly expenditures

C. Review of statistical summary

4) COMMUNICATIONS

Student William Taggard thanking the Director and staff "for all your kind assistance in providing the circulation statistics and the Northport-East Northport Public Library's collection policy to me for my class project."

5) DIRECTOR'S REPORT

The Director's report was given orally. In addition to the packet mailed in advance the report contained the following library service area highlights.

Department Heads and their staff have focused, with Administration, on the Young Adults/Media Relocation Project. This encompassed the following activities: planning, overseeing and coordinating both staff and vendors; deselecting and discarding 4,500 items; disassembling and moving shelving; shifting multiple collections; relocating and networking computers; wiring and installing security cameras; supervising teens in the lower level computer applications room; printing materials and signage to inform patrons and other related work.

Additionally, gearing up for our Children's and Teen Summer Reading Clubs has been taking place at the same time including all the behind-the-scenes planning of programs and crafts, collection building for the coordinated bibliographies, class visits, both in-house and to the schools to promote summer reading and the print materials to publicize our efforts.

Of note as well was: the June 4 Annual Department Head Luncheon when Administration thanked all of these leaders for this past year's many achievements; the June 7 WLIW's exclusive premiere HOMETOWN HUNTINGTON which listed our library in the scroll of credits; the third annual Fashion Show drew 125 patrons to view 39 student models; the two-session Boy Scout Computer Merit Badge program with 27 patrons completing the requirements; the Teen Writers' Club of 12 which will now continue through the summer and the Friends Book Sale at East Northport which raised \$630 for our Friends of the Library.

Recommendations based on our annual Utica National Insurance Group walk-through inspection were received. These recommendations will be addressed through consultations with the appropriate appointed professional advisors.

6) PERSONNEL REPORT

Mrs. McKay moved to approve "A New Employees" in the Personnel Report, seconded by Mr. Little and unanimously carried.

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

7) NON-DISTRICT RESIDENT CIRCULATION POLICY

Mrs. Gladding moved to adopt the Non-District Resident Circulation Policy, seconded by Mrs. McKay and unanimously carried.

8) NEW YORK STATE RETIREMENT INCENTIVE FOR 2010

Mrs. McKay moved to adopt the New York State Retirement Incentive for 2010, seconded by Mr. Little and unanimously carried.

9) DATES OF FUTURE MEETINGS

Thursday, July 15, 2010	10:00 AM	Annual Reorganizational Meeting
	11:00 AM	Regular Board Meeting
	12:00 Noon	Staff Recognition Ceremony
August 2010	No meeting scheduled	

10) ADJOURNMENT

Mrs. Gladding moved to adjourn at 11:50 AM, seconded by Mr. Little and unanimously carried.

Respectfully submitted,



Ruth McKay  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
June 17, 2010

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
James Grillo	Security Guard/Step 1	Security	06/18/10
John Monaco	Security Guard/Step 1	Security	06/18/10
Sean Garbarino	Page/Step 1	Youth Services – Teen	06/22/10
Katherine Allacco	Page/Step 1	Youth Services – EN	07/06/10
Joseph Healy	Page/Step 1	Youth Services – EN	07/06/10

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Rachel Boerke	Page/Step 1	Youth Services – EN	04/19/10
William Hock	Security Guard/Step 4	Security	05/17/10
John White	Security Guard/Step 1	Security	05/17/10
Carla D'Amore	Page/Step 4	Circulation Services	06/07/10

**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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