

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of November 17, 2011 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, November 17, 2011 in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Robert Little called the meeting to order at 10:05 AM. Also attending were Andrea Gladding, Elizabeth McGrail, Margaret Hartough, Patricia Flynn, Director Eileen Minogue and Assistant Director James Olney.

2) MINUTES OF PREVIOUS MEETING

Mrs. Gladding moved to approve the minutes of October 20, 2011 as amended, seconded by Mrs. McGrail and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Gladding moved to approve warrant for \$ 287,206.43, page 3822, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 102,989.32, page 3823, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 204,668.45, page 3824, seconded by Mrs. Flynn and unanimously carried.

The Board accepted the payrolls for period ending:

October 28, 2011	Page 2038	\$ 206,919.33
November 11, 2011	Page 2039	196,847.95

B. Review of monthly expenditures

C. Review of statistical summary

4) COMMUNICATIONS

A note was received from Lauren O'Connell, Longwood Public Library Trustee, thanking the Director for her tour of the Northport Library.

Bernice Holmstrom, Library Treasurer, informed Assistant Director James Olney of her surgery on January 5, 2012 and that she will be unable to sign checks for the second payroll of the month.

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:

Director's Report (continued)

Administration - Our fourth annual State-mandated Workplace Violence Prevention Workshops were held for all staff and featured the knowledge and experience of a Security Guard on staff sharing anger management techniques.

Our attendance, with senior staff, at the 20th Annual Conference on Libraries and the Future facilitated our strategic planning process. This year's theme was "Extinction is Not an Option: Ensuring Our Future."

LJ's announcement of our library 4- Star ranking for the fourth year was met with much staff appreciation.

Our Library's procurement of Roger Tilles, N.Y.S. Education Department Regent and Dr. John King, N.Y.S. Education Commissioner as keynote speakers resulted in another successful Suffolk County Legislative Breakfast.

Buildings & Grounds - The Northport front paver entrance was completely replaced under manufacturer warranty.

Our letter to the Village regarding the safety of the Northport crosswalk yielded a telephone response from their representative to personally inspect the conditions.

Flash patching of the Northport rear sidewalk will address both patron and staff concerns until the Spring construction project replaces these walkways.

Community Services - In addition to high attendance at "How I Became A Pirate" and our East Northport Fireside Friday the Library celebrated Professor D'Innocenzo's tenth anniversary with us.

Computer Services - The program on "How to download ebooks" was well attended and enticed Kindle owners with this now compatible service.

East Northport - All of the "behind-the-scenes" preparation paid off for the Friend's Book Sale which raised more than \$1,000 for the Friends of the Library.

Network & Systems - The annual software update of our Museum Pass Program which was labor intensive requiring manual inputting of every museum's calendar of days open and days closed has been completed.

Windows 7 and Office 2010 has been installed on select staff computers and after staff training will be deployed to public computers.

PALS/Tech Services - Following a complete inventory of the East Northport DVD Collection it has been found that only a few items are missing from the collection. A discussion of the costs of materials and labor to secure these items coupled with the aging security gates led to an evaluation of "return on investment" in this area.

Director's Report (continued)

Youth Services - Attendance at two major literacy conferences provided training for the evolving "Every Child Ready to Read" program as well as awareness of the recent findings by the American Academy of Pediatrics on "How Children Learn Best." The 20th Annual Speaking of Writing Distinguished Author Visit featured Newberry award-winning author Linda Sue Park. She spoke to 200 students from the district's Middle Schools about her book THE LONG WALK TO WATER which raised global awareness about the lost boys of Sudan.

Adult Services - Our Health Services Librarian expanded her knowledge of crisis intervention, suicide prevention and drug addiction resource agencies through attendance at the Health Concerns Annual Workshop.

6) PERSONNEL REPORT

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

PERSONNEL REPORT ADDENDUM

Mrs. McGrail moved to approve "B New Employees" in the Personnel Report Addendum, seconded by Mrs. Hartough and unanimously carried. One page attached

7) PERIOD FOR PUBLIC EXPRESSION

8) PROPOSED SCLS 2012 OPERATING BUDGET

Mrs. McGrail moved to approve the proposed SCLS 2012 Operating Budget, seconded by Mrs. Hartough and unanimously carried.

9) UNFINISHED BUSINESS - THE NYS STATE 2% TAX LAW

A summary of the N.Y.S. Property Tax Cap Law, Chapter 97 of the Laws 2011 and an overview of the role of the Office of the State Comptroller from Thomas P. DiNapoli was distributed and discussed.

10) OTHER BUSINESS

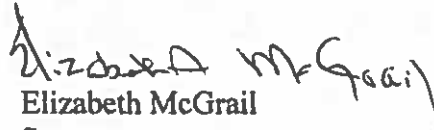
11) DATES OF FUTURE MEETINGS

Thursday, December 15, 2011	10:00 AM	Regular Board Meeting
Thursday, January 19, 2012	10:00 AM	Budget Work Session
Thursday, January 19, 2012	11:00 AM	Regular Board Meeting

12) ADJOURNMENT

Mrs. Flynn moved to adjourn the meeting at 11:45 AM, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,



Elizabeth McGrail
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
November 17, 2011

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>
-------------	----------------------------------	-------------------	-----------------------

Request for Leave of Absence

Frederick Hansen Page/\$11.30

Adult Svc – EN

11/28/11 – 05/28/12

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
November 17, 2011

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>
Lam Nguyen	Guard/\$17.49 hr.	Security	11/21/11
Victor Nicotra	Guard/\$17.49 hr	Security	11/21/11

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>
-------------	----------------------------------	-------------------	-----------------------