

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of January 19, 2012

Approved

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held on January 19, 2012 at 11:20 AM following the Budget Work Session Meeting.

1) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 11:20 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 December 15, 2011 as amended, seconded by Mrs. McGrail and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 273,581.90, page 3829, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 64,843.17, page 3830, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 208,630.93, page 3831, seconded by Mrs. Gladding and unanimously carried.

The Board accepted the payrolls for period ending:

December 23, 2011	Page 2042	\$197,044.68
January 6, 2012	Page 2043	195,509.15

B. Review of monthly expenditures

C. Review of statistical summary

4) COMMUNICATIONS

Brian Israel sent a transcript of his undergraduate academic standing from Farmingdale State University of New York with thanks to the East Northport Library where he studies frequently.

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:

Accounting - The Board Treasurer agreed to review and sign the monthly checks at home while she recovers from surgery.

The staff FSA benefit begins its second year with 25 staff members participating setting aside a total of \$30,000.

Administrative Assistant - The extensive budget process drew to a conclusion in the preparation of the Proposed Library Budget Document.

Adult Services - The Adult Winter Reading Club registered 16 patrons who submitted 30 reviews, three quarters online, within the first week.

Buildings & Grounds - The Northport Community Room stage has been redesigned and refinished utilizing the in-house carpentry skills of the Department Head. Temporary flash-patching of the Northport rear sidewalks will provide safe passageway until the spring project begins.

Circulation - EN The inventory project has extended beyond media to include books, starting with paperbacks.

Circulation - Npt A brisk business in Museum Passes yielded 71 reservations for 195 patrons during this holiday month.

Community Services - More than 100 patrons enjoyed the talents of the New York Arabic Orchestra cosponsored by the Northport Arts Coalition and the Northport High School.

A new café mug gift package is available for sale featuring hot chocolate, soup and gift certificates-all for \$10.

Computer Services - Our post-holiday E-book Program held at East Northport drew a near capacity audience of 60.

The new Tech Help One-on-One has been well received with many appointments booked and satisfying patrons' technical needs.

East Northport - A letter of appreciation from YDA thanked the staff for their generous donations of toys for our local families in need.

The "Homeward Bound Program" patrons were grateful not only for the small holiday mug, but more importantly to have not been forgotten.

Network & Systems - Pharos computer reservation software was upgraded to the latest version by updating each and every public workstation.

Youth Services - Our "Gingerbread House" program was so successful that we had to create an additional session with 34 families participating.

Administration - Webinars, hosted for our Department Head Team, extended beyond the ALA Be A Great Boss Series to others including Stephen Covey's "Smart Trust," NYLA's "Lean Library Management" and NYLINE's "The Hopeful Workplace" this month.

Administration (continued)

Administration-fielded e-mail questions rose to a high of 600 this month.

Our annual staff holiday luncheon was enjoyed by 80 staff members who appreciated the opportunity to get together socially with their colleagues.

6) PERSONNEL REPORT

Mrs. Gladding moved to approve "A Salary Increase" in the Personnel Report, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve "C Resignations" in the Personnel Report, seconded by Mrs. Hartough and unanimously. *Carried* Two pages attached

PERSONNEL REPORT ADDENDUM

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

7) APPROVAL TO PRESENT PROPOSED LIBRARY BUDGET 2012/2013 TO THE COMMUNITY ON APRIL 3, 2012

Mrs. Gladding moved to table the proposed Library Budget 2012/2013 planned to be presented to the community April 3, 2012, seconded by Mrs. McGrail and unanimously carried.

8) REVISION OF 2012 SCHEDULE OF HOLIDAY OPENINGS AND CLOSINGS

Mrs. Gladding moved to approve the revision of the 2012 holiday openings and closings, seconded by Mrs. McGrail and unanimously carried.

9) PERIOD FOR PUBLIC EXPRESSION

10) UNFINISHED BUSINESS

NYS Property Tax Levy Tax

"Northport Village Trustee Henry Tobin broke down the steps in how a municipality's property tax levy cap is calculated during a special presentation at the December 6th village board meeting." (From The Long Islander Newspaper 12/15/2011)

LIPA LAWSUIT

The Town of Huntington and the Northport-East Northport School District independently filed suits in State Supreme Court against LIPA and National Grid to drop a tax certiorari to lower the assessment of the plant by 90 percent.

(Information from The Long Islander Newspaper 12/29/11)

11) OTHER BUSINESS

12) DATES OF FUTURE MEETINGS

Wednesday, February 15, 2012	10:00 AM	Regular Board Meeting
Tuesday, March 13, 2012	6:00 PM	Regular Board Meeting
Tuesday, March 13, 2012	7:30 PM	Public Information Night

13) ADJOURNMENT

Mrs. Gladding moved to adjourn the meeting at 12:30 PM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,

Elizabeth A. McGrail

Elizabeth McGrail
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
January 19, 2012

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Katherine Allacco	Page/\$7.70 hr	Youth Svcs – EN	01/16/12
Olivia Bernard	Page/\$7.40 hr	Computer Services	01/16/12
Timothy Bradford	Page/\$7.95 hr	Adult Svc – EN	01/16/12
Olivia Calandra	Page/\$7.55 hr	Youth Svc – Npt	01/16/12
Christine Condon	Page/\$7.55 hr	Youth Svcs – EN	01/16/12
Jessica Connors	Page/\$8.20 hr	Circulation – Npt	01/16/12
Devin Dwyer	Page/\$7.40 hr	Circulation – Npt	01/16/12
Paolina Enrico	Page/\$7.40 hr	Circulation – Npt	01/16/12
Victoria Galasso	Page/\$8.45 hr	Circulation – Npt	01/16/12
Sean Garbarino	Page/\$7.70 hr	Youth Svcs – Teen	01/16/12
John Grandy	Page/\$7.70 hr	Circulation – Npt	01/16/12
Samantha Gross	Page/\$9.95 hr	Adult Svc – Npt	01/16/12
Matthew Joyce	Page/\$7.40 hr	Circulation – Npt	01/16/12
Julia Jozefowski	Page/\$7.40 hr	Youth Svcs – EN	01/16/12
Kaelie Kelleher	Page/\$7.95 hr	Youth Svc – Npt	01/16/12
Elizabeth Klonowski	Page/\$7.40 hr	Computer Services	01/16/12
Brian Lambert	Page/\$8.45 hr	Computer Services	01/16/12
Chrlotte Latuso	Page/\$8.95 hr	Circulation – Npt	01/16/12
Ashley Lizza	Page/\$7.40 hr	Computer Services	01/16/12
Jenna Lopizzo	Page/\$7.40 hr	Circulation – Npt	01/16/12
Kayla MacDonald	Page/\$7.70 hr	Youth Svcs – Npt	01/16/12
Benjamin Maritato	Page/\$7.40 hr	Youth Svcs – Npt	01/16/12
Kelly Mercer	Page/\$7.70 hr	Computer – Npt	01/16/12
Gabrielle Mikorenda	Page/\$7.55 hr	Youth Svcs – EN	01/16/12
Jacqueline Morreale	Page/\$7.90 hr	Youth Svcs – Npt	01/16/12
MaryAnn Morrisroe	Page/\$11.20 hr	Adult Svcs – EN	01/16/12
Lisa Olivieri	Page/\$9.20 hr	Youth Svcs – Npt	01/16/12
Jacob Restituto	Page/\$7.40 hr	Circulation – Npt	01/16/12
Mary Jane Ritter	Page/\$11.45 hr	Adult Svcs – Npt	01/16/12
Andrew Rizzuti	Page/\$7.40 hr	Computer Services	01/16/12
Emily Rodgers	Page/\$7.70 hr	Circulation – Npt	01/16/12
Miriam Roth	Page/\$13.45 hr	PALS/Tech Services	01/16/12
Regina Sammis	Page/\$7.70 hr	Circulation – Npt	01/16/12
Amara Sarno	Page/\$7.40 hr	PALS/Tech Services	01/16/12
Anoop Singh	Page/\$8.20 hr	Youth Svcs – Npt	01/16/12
Genevieve Spuhler	Page/\$7.70 hr	Youth Svcs – Npt	01/16/12
Paulina Steward	Page/\$8.70 hr	Youth Svcs – Npt	01/16/12
Elena Suozzi	Page/\$7.40 hr	Computer Services	01/16/12
Megan Tighe	Page/\$7.70 hr	Local History	01/16/12
Victoria Vissicchio	Page/\$7.40 hr	Youth Svcs – Teen	01/16/12
Kerry Walsh	Page/\$9.70 hr	Computer Services	01/16/12
Kimberly Washburn	Page/\$7.40 hr	Youth Svcs – EN	01/16/12
Patricia Welsh	Page/\$10.45 hr	Adult Svcs – EN	01/16/12
Alyssa Zurawsky	Page/\$7.40 hr	Youth Svcs – EN	01/16/12

A. Salary Increase (Continued)

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Marilyn Barker	Café Worker/\$9.95 hr	Community Svcs	01/16/12
Joyce Bernat	Café Worker/\$13.95 hr	Community Svcs	01/16/12
Rose Boccia	Café Worker/\$11.20 hr	Community Svcs	01/16/12
Florence Gorman	Café Worker/\$11.45 hr	Community Svcs	01/16/12
Jill Krahel	Café Worker/\$10.95 hr	Community Svcs	01/16/12
Jill Kuehn	Café Worker/\$10.95 hr	Community Svcs	01/16/12
Kathleen O'Sullivan	Café Worker/\$10.20 hr	Community Svcs	01/16/12
Caroline Prisco	Café Worker/\$11.45 hr	Community Svcs	01/16/12
John Souto	Café Worker/\$12.20 hr	Community Svcs	01/16/12
Dominick Tripolone	Café Worker/\$10.95 hr	Community Svcs	01/16/12

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Leslie Ramme	PT Library Clerk/Step 6	Circulation – EN	01/29/12

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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**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
January 19, 2012

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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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

Eileen Eyring	Permanent PT Library Clerk/Step 3	Circulation – EN	01/23/12
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Nora Nolan	Permanent PT Librarian I/Step 2	Community Svcs	02/01/12*
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*Pending Civil Service approval

Change of Status

Peter Zuchowski	Page/\$8.05 hr (previously seasonal page)	Network & Systems	01/20/12
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Deceased

Dove Thomas	PT Librarian I/Step 1	Adult Services	01/11/12
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Terminated

Joanne Blaszczyk	Page/\$8.15 hr	Circulation – Npt	01/13/12
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