

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of June 22, 2012

Approved

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library on June 22, 2012.

1) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 10:07 AM. Also attending were Andrea Gladding, Elizabeth McGrail, Margaret Hartough, Patricia Flynn, Director Eileen Minogue and Assistant Director James Olney.

2) PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by those attending the meeting.

3) MINUTES OF PREVIOUS MEETING

Mrs. Gladding moved to approve the minutes of May 17, 2012 as amended, seconded by Mrs. Hartough and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Gladding moved to approve warrant for \$ 29,490.00, page 3848, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 18,081.90, page 3849, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 272,917.60, page 3850, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 96,513.81, page 3851, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 194,383.90, page 3852, seconded by Mrs. Gladding and unanimously carried.

The Board accepted the payrolls for the period ending:

May 25, 2012	Page 2053	\$191,066.74
June 08, 2012	Page 2054	190,741.35

B. Review of monthly expenditures

C. Review of statistical summary

**5) COMMUNICATIONS**

Mrs. Gladding moved to accept the engagement letter from Bayside CPA PLLC annual audit year ending June 30, 2012 for the Northport-East Northport Public Library, seconded by Mrs. McGrail and unanimously carried.

Patron Scott Norcott expressed his thanks to the Director and stated "Our family will remember you for all you have done for us, the caring you have shown, and the difference you made in our lives."

An eight-year old youngster who lives "six hours from here" filled out The Library Café "How Are We Doing?" form and stated that the Café is outstanding in every way.

**6) 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 first stage of our annual audit, with all documentation prepared for Tong Wu, library accountant, has been completed successfully.

**Administrative Assistant** – The added responsibility of an administrative retirement was graciously taken on in addition to the daily office requirements; the resulting functions were well-attended and appreciated.

**Adult Services** – The success of the Winter Adult Reading Club has inspired the Summer Adult Reading Club launch – and the grand prize is 2 generously donated Theatre Three tickets.

The Friday Film Series continues its popularity with a total of 87 patrons attending the War Horse showing.

**Buildings & Grounds** – The popularity of our buildings combined with their aging infrastructure led to a septic system crisis at East Northport. The pumping out of the septic storage tank bought some time but will require on going maintenance.

Buckling of the quiet study room carpeting initiated improvements to this heavily used patron space.

The Northport bookbins have been repainted to help extend their useful life.

**Community Services** – Quality entertainment programs continue to draw large audiences with 60 patrons attending the Gilbert and Sullivan's Greatest Hits and 75 people enjoying Tommy Sullivan's Blast from the Past.

**East Northport** – The Friends are participating in the SCLS coordinated order for discounted Long Island Aquarium tickets which will be available for sale to our patrons.

Director's Report (continued)

Network & Systems – Our new wireless Internet registration process is revealing such expanding usage that these systems are needing a split design to accommodate demand, while still offering redundancy.

Youth Services – Outreach efforts to hospital patients, students, and Tulip Festival attendees continued our coordinated promotions with community agencies. Summer Reading Club preparation has begun with the theme of “Dream Big Read”! and 102 programs planned.

Administration – The dedication of “Little Girl Reading”, a bronze statue donated as a memorial for retired librarian Bea Bern was a touching tribute with personal remembrances shared by attendees.

The Procedure Manual Project with all of the Department Heads culminated in binders retaining the institutional knowledge for the sake of our library and the entire library community.

The family of Dove Thomas met with administration to decide how to best memorialize Dove with the \$4,000. in donations. The purchase of a “dove” tree, a “dove” wind sculpture by a local artist and a bench to enhance the Courtyard was decided as the ideal symbolic choice.

All of the recognition by the Board, staff and patrons that was so generously bestowed upon me for my retirement was overwhelming beyond – words and appreciated. The speeches, proclamation, gifts and lasting willow tree will be long cherished

7) PERSONNEL REPORT

Mrs. McGrail moved to approve “B New Employees” in the Personnel Report, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve “C Resignations” in the Personnel Report, seconded by Mrs. Flynn and unanimously carried. One page attached

8) PERIOD FOR PUBLIC EXPRESSION

9) REVIEW OF CLEANING CONTRACT BIDS FOR 07/01/12 – 06/30/15

Mrs. Gladding moved to approve the following resolution:

WHEREAS Professional Cleaning People, Inc. is the lowest bidder for both the Northport Library and the East Northport Library buildings and have been deemed responsible:

THEREFORE the Board of Trustees of the Northport-East Northport Public Library is awarding the cleaning contracts for the July 1, 2012 through June 30, 2015 to Professional Cleaning People, Inc.

Seconded by Mrs. McGrail and unanimously carried.

10) UNFINISHED BUSINESS

11) OTHER BUSINESS

12) DATES OF FUTURE MEETINGS

Thursday, July 19, 2012, 10:00 AM – Annual Reorganizational Meeting

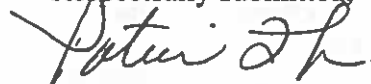
11:00 AM – Regular Board Meeting

12:00 Noon – Staff Recognition Ceremony

13) ADJOURNMENT

Mrs. Hartough moved to adjourn at 12:01 PM, seconded by Mrs. Flynn and unanimously carried.

Respectfully submitted,



Elizabeth McGrail  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
June 22 2012

**A. Salary Increase**  
Name

Position & Grade/Step

Department

Effective Date

**B. New Employees**  
Name

Position & Grade/Step

Department

Effective Date

Olivia Rizzo

Page/\$7.25 hr

Youth Svcs – NPT

07/02/12

**C. Resignations**  
Name

Position & Grade/Step

Department

Effective Date

Emily Rodgers

Page/\$7.70 hr.

Circulation – NPT

06/19/12

Kaelie Kelleher

Page/\$7.95 hr.

Youth Svcs – NPT

06/30/12

**D. Retirement**  
Name

Position & Grade/Step

Department

Effective Date

**E. Other**  
Name

Position & Grade/Step

Department

Effective Date