

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of October 13, 1999

The regular monthly meeting of the Northport-East Northport Public Library was held on Wednesday October 13, 1999 in the Community Room of the Northport Library.

The meeting was preceded by a thirty minute presentation of the new Museum Cove Exhibit, "Common Thread: How Wool and Flax Became Cloth," given by Doris Gebel, Coordinator for Children's Services.

Michael Glennon called the meeting to order at 3:35 p.m. Also attending were C. Annette Carr, Ruth McKay, Elizabeth McGrail, William Martin, Director Stephanie Heineman, Assistant Director Eileen Minogue and Library counsel Douglas McNally.

Mrs. McKay moved to go into Executive Session to discuss Library contracts, seconded by Mrs. McGrail and unanimously carried.

Mrs. Carr moved to end the Executive Session, seconded by Mr. Martin and unanimously carried.

Mr. Martin moved to convene the regular meeting, seconded by Mrs. Carr and unanimously carried.

Mr. Glennon called the regular meeting to order at 4:05 p.m.

Mrs. McKay moved to authorize Chairperson Michael Glennon to execute a settlement agreement with Fleet Bank, seconded by Mrs. Carr and unanimously carried.

Mrs. McGrail moved to authorize the Director to enter into a contract with J.P. Daly & Sons to perform repairs on the snowmelt steps in the back of the Northport Library, seconded by Mrs. Carr and unanimously carried.

MINUTES OF PREVIOUS MEETINGS

Mr. Martin moved to approve the minutes of August 19, 1999, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve the minutes of September 23, 1999 as amended, seconded by Mrs. McKay and unanimously carried.

FINANCIAL SECRETARY & TREASURER'S REPORTS

September:

Mrs. Carr moved to approve warrant for \$160,253.46, page 2991, seconded by Mr. Martin and unanimously carried.

Mr. Martin moved to approve warrant for \$64,919.45, page 2992, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$121,017.016, page 2993, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$125,155.87, page 2994, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$168,310.56, page 2995, seconded by Mr. Martin and unanimously carried.

Mr. Martin moved to approve warrant for \$1,120.70, page 3004, EAST NORTHPORT BUILDING FUND, seconded by Mrs. Carr and unanimously carried.

The Board accepted the payroll for the period ending:

August 20, 1999	Page 1606	\$120,825.19
August 31, 1999	Page 1607	49,159.12
(DEFERRED COMPENSATION)		
September 3, 1999	Page 1608	114,880.52
September 17, 1999	Page 1609	110,517.93

October:

Mrs. McGrail moved to approve warrant for \$119,732.15, page 3005, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve warrant for \$1,986.51, page 3006, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$996.00, page 3007, seconded by Mr. Martin and unanimously carried.

Mr. Martin moved to approve warrant for \$90,763.53, page 3008, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$12,102.62, page 3009, NORTHPORT BUILDING FUND, seconded by Mr. Martin and unanimously carried.

The Board accepted the payroll for the period ending:

October 1, 1999	page 1610	\$114,505.03
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DIRECTOR'S REPORT

The Director's Report was given orally and in addition to the Director's packet she reported on the following:

An In-service training program for the Board of Trustees.

Input-Output Program (an overview of all computer services) will be presented by the Computer Services and Reference Service Department prior to regular November meeting.

The Library's Health Reference Center praised by an appreciative patron.

Thanked the Board members who attended The Best Books party.

Acknowledged the excellent work Mary Ellen Moll has done in executing the Millennium Bookball project.

The Unabashed Librarian's selection of two Northport-East Northport Library projects: the Millennium Book Ball and Quilting Threads.

Mrs. Moll will apply for the John Cotton Dana Award for the Old East Northport Tile Mural and the Millennium Bookball projects.

The Asharoken Garden Club is designing a Contemplation Garden in the rear of the Northport Library to be dedicated to all the past, present and future Library Trustees.

Director's Report (cont.)

October is Computer Learning Month and a variety of programs are scheduled.

A new facet of OPAC - the ability to request a hold (reserve) on a book will be introduced in November.

The Bibliography prepared by the Young Adult Librarian "The Teen Years " introducing a parent's collection for young adults.

Reminder: Employee Assistance Program is for staff and their families including Board Members and their families.

PERSONNEL**September:**

Joan O'Loughlin requested her date of retirement be revised from October 1, 1999 to December 31, 1999.

Retirement letters from Frances Burton and Kay Walsh.

Mrs. McKay moved to approve "A" Salary Increases in the Personnel Report as follows:

Donald Becker, page/step 8, Ref-Npt, 9/19/99; Conall Flanagan, page/step 2, Circ/Children's-Npt, 9/22/99; Mary Salustri, page/step 3, Ref-EN, 9/21/99; Christine Thompson, page/step 9, Children's-Npt, 9/5/99; Kim Von Bargaen, page/step 6, Media, 9/24/99, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrath moved to approve "B" New Employees in the Personnel Report as follows:

Lynne McClure, p-t Cust. Worker I/step 1, Custodial, 8/28/99; John Brennan, Guard/step 1, Security, 9/7/99; Michael Losco, Guard/Step 1, Security, 9/12/99; Joseph Caselli, Guard/Step 1, Security, 9/13/99; Ryan Van Nostrand, Page/step 1, Computer, 9/2/99; Michael Cuilwik, page/step 1, Computer, 9/2/99; Christine Lynch, page/step 1, Computer, 9/7/99; Tara Theiss, page/step 1, Children's Npt, 8/25/99; Dianna Rubin, page/step 1, Children's/Npt, 8/25/99; Robert Brindisi, page/step 1, Ref-EN, 8/20/99; Christine Hickey, page/step 1, Ref-EN, 9/11/99; Mary Elizabeth Wine, page/step 1, Ref-Npt, 9/3/99; Danielle Kontovas, page/step 1, Media, 9/7/99; Paul Byrne, page/step 1, Media, 9/7/99, seconded by Mr. Martin and unanimously carried.

Mr. Martin moved to approve "C" Resignations in the Personnel Report as follows:

Ann Marie Luckas, Librarian Trainee/step 3, Children's, 9/10/99; Edana Cichanowicz, p-t Librarian I/step 6, Ref, 8/18/99; Morgan Rooney, page/step 3, Media, 8/16/99, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve "D" Retirement-Staff Retirement Award for Service Participants in the Personnel Report as follows:

Joan O'Loughlin, p-t Library Clerk/step 11, Circulation, 12/31/99; Kathleen Walsh, p-t Library Clerk/step 11, Tech. Processing, 11/29/99; Frances Burton, Admin.Assistant/step 20+5, Administration, 12/31/99; seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve "E" Other in the Personnel Report as follows:

Evelyn Degan, Librarian I/step 4, Ref, 7/1/99, (Increase in Step to reflect credit for prior experience)

Candace Reeder, Librarian I/Step 6, Children's, 9/27/99, (Transfer from p-t Librarian I to f-t Librarian I)

Frances Burton, Admin.Asst/step 20+5, Administration, 9/13/99, (Appointment to fill position approved 7/1/92)

Approval of Upgraded Civil Service Position
Custodial Worker II, Grade 2/step 12, custodial, 9/13/99
To be filled by Jose Tolentino, Grade 2/step 12/ custodial, 9/27/99, seconded by Mrs. McGrail and unanimously carried.

PERSONNEL

October:

Letter of resignation received from David Levitsky.

Mrs. McGrail moved to approve "A" Salary Increases in the Personnel Report as follows:

Emily McNamara, p-t Lib.Clerk/step 3, Circulation, 10/1/99; Mara Gilner, page/step 2, Ref-EN, 10/9/99; Dora McDonald, page/step 3, Children's-Npt, 10/14/99, seconded by Mr. Martin and unanimously carried.

Mr. Martin moved to approve "B" New Employees in the Personnel Report as follows:

Michael Graci, Computer Technician/Step 2, Computer/Tech.Services, 10/12/99, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve "C" Resignations in the Personnel Report as follows:

Lynne Chmurzynski, p-t Librarian I/step 3, Children's, 11/6/99, David Levitsky, Computer page/step 11, Computer, 10/11/99, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve "E" Other in the Personnel Report as follows:

Claire Sarser, Acting Administration Assistant/step 8, 10/13/99-12/15/99, Administration, 10/13/99, seconded by Mrs. McGrath and unanimously carried.

DISABILITY INSURANCE OF EMPLOYEES

Mrs. McGrail moved to authorize the Director of the Library to purchase voluntary New York State statutory disability benefits coverage for employees covered in the staff contract, full and part-time, custodians and the Director and Assistant Director.

It is further resolved that any benefits coverage purchased by the Library prior to the date of this resolution is hereby ratified and confirmed, seconded by Mrs. McKay and unanimously carried.

OLD BUSINESS

Internet Access Policy:

Mr. Martin moved to adopt the revisions of the Northport-East Northport Public Library Internet Access Policy September 1999 as amended, seconded by Mrs. Carr and unanimously carried.

DATE OF NEXT MEETING

Wednesday, November 17, 1999
Input-Output Program 3:00 p.m.
Regular meeting 4:00 p.m.

ADJOURNMENT

Mrs. Carr moved to adjourn at 4:47 p.m., seconded by Mrs. McKay and unanimously carried.

Respectfully submitted,


Ruth McKay
Secretary