

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of December 14, 2004

Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held Tuesday, December 14, 2004 in the Board Conference Room of the Northport Library.

1) William Martin called the meeting to order at 10:00 AM. Also attending were Ruth McKay, Elizabeth McGrail, C. Annette Carr, Robert Little, Director Stephanie Heineman, Assistant Director Eileen Minogue, and Assistant Director James Olney.

Also attending for their presentation were James Olney, Assistant Director of Information and Technology, Nancy Morcerf, Head of Reference Services, and Doris Gebel, Head of Youth Services.

2) MINUTES OF PREVIOUS MEETING

Mrs. McKay moved to approve the minutes of November 16, 2004 as presented, seconded by Mr. Little and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mr. Little moved to approve warrant for \$212,470.54, page 3491, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$698,461.12, page 3492, seconded by Mrs. McKay, and unanimously carried.

Mrs. McKay moved to approve warrant for \$123,375.60, page 3493, seconded by Mrs. McGrail and unanimously carried

The Board accepted the payroll for the period ending:

November 19, 2004	page 1845	\$174,585.60
December 3, 2004	page 1846	165,811.63

FINANCIAL RESOLUTIONS

In reviewing the 2003/2004 Audit presented at the November Board Meeting by Graber and Company, the following amendments are required retroactive to June 30, 2004:

Mr. Little moved to transfer \$3,888. from the Unrestricted Fund to increase the Unemployment Insurance Fund balance to \$25,000, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to transfer \$150,000. from the Unrestricted Fund to initiate a designated fund for accrued sick benefits for employees with 25 years or more of service in lieu of the motion to transfer \$400,000. from the unrestricted Fund to set up a designated fund for New York Retirement System Contribution as reflected in the November 20, 2003 Board Minutes, seconded by Mrs. McKay and unanimously carried.

Based on the accountant's recommendation, we are also requesting the following:

Mrs. McKay moved to open a bank account designated General Fund II in the amount of \$5,000. for payment of unforeseen emergency circumstances or circumstances requiring immediate action with the Director Stephanie Heineman and the Assistant Director Eileen Minogue as the authorized signatories, seconded by Mr. Little and unanimously carried.

4) COMMUNICATIONS

A note was received from Barbara Dattolico, thanking the Library for the beautiful flowers she received after the death of her husband.

5) DIRECTOR'S REPORT

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

The Library Bear in East Northport will be taken down December 17, 2004

There will be a press release, IT'S HIBERNATION TIME FOR THE LIBRARY BEAR.

Michael D'Innocenzo nominated Mary Ellen Moll, Head of Community Services, for The New York Times 2004 Librarian Awards. Unfortunately, Mrs. Moll was not a winner.

The Director and Assistant Director Eileen Minogue will attend again The World's Business Forum, the second one being held on September 13 and 14, 2005 in New York City.

Anthony Martocello, Northport Public Library, presented an authentication and management system for public wireless use in the library, and will show a public computer menuing and licensing metering application developed using open source software at the Annual Meeting and Workshop of Computer and Technical Services of SCLA. on December 7, 2004.

6) PERSONNEL REPORT

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

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

Mrs. Carr moved to approve "C" Resignations in the Personnel Report, seconded by Mrs. McKay and unanimously carried.

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

PERSONNEL REPORT ADDENDUM

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

Mr. Little moved to approve "C" Resignations in the Personnel Report Addendum, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve "E" Other in the Personnel Report Addendum, seconded by Mrs. McKay and unanimously carried. Page attached

8) UNFINISHED BUSINESS

A. CIPA

The e-rate check was received in the amount of \$7,069.87.

C. COURTYARD

Contributions for the building of the courtyard in the Northport Library now total \$108,000.

9) OTHER

Yvette Cariou O'Brien of Northport is arranging with the family of the author of The Little Prince, Saint Exupery, to have a statue made of The Little Prince and placed in the planned courtyard.

PRESENTATION

A presentation "Reaching Out to Our Schools" was given by James Olney, Assistant Director of Information and Technology, Nancy Morcerf, Head of Reference Services, and Doris Gebel, Head of Youth Services.

10) DATE OF NEXT MEETING

Tuesday, January 25, 2005 10:00 AM Regular Board Meeting to be followed by the work session on the budget.

11) ADJOURNMENT

Mrs. McKay moved to adjourn at 11:30 AM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,

Robert Little
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
December 14, 2004

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Mary Lee Gaylor	PT Librarian Trainee/21 Credits	Local History	11/15/04
Janet Naideau	PT Librarian Trainee/27 Credits	Youth Services	11/29/04

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Jason Ladick	Security Guard/Step 1	Reference	11/29/04
Carolyn Byrne	Page/Step 1	Reference – Npt	12/15/04

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Elizabeth Giorgio	Page/Step 1	Reference – Npt	11/21/04
Gue Hee (Katherine) Yi	Page/Step 1	Youth Services	12/30/04

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>
Seasonal Positions			
Adam McCabe	Seasonal Page/Step 4	Computer Services	12/18/04 – 01/18/05
Ashley Pattison	Seasonal Page/Step 3	Reference – Npt	12/20/04 – 01/14/05
Margaret Powers	Seasonal Page/Step 3	Reference – Npt	12/20/04 – 01/14/05
Cary Tiernan	Seasonal Café Worker/Step 2	Community Services	11/29/04 – 12/29/04

Transfer to Islip Public Library

Lauraine Kindler	Librarian II/Step 8	Youth Services (Teens)	01/02/05
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**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
December 14, 2004

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>
Rocco Aloe	Security Guard/Step 1	Reference	11/26/04
Suzanne Voizard	Page/Step 1	Reference – EN	12/15/04
Michelle Nathan	Page/Step 1	Youth Services – EN	12/15/04

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Vera Bray	PT Library Clerk/Step 3	Circulation – EN	12/31/04

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>
Jordan VanBrink	Seasonal Page/Step 4	Media	01/02/05 – 01/18/05