

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of July 28, 2005

Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on July 28, 2005 in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Ruth McKay called the meeting to order at 10:30 AM Also attending were William Martin, Robert Little, C. Annette Carr, Elizabeth McGrail, Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney.

2) MINUTES OF PREVIOUS MEETING

Mr. Martin moved to approve the minutes of June 22, 2005 as presented, seconded by Mrs. McGrail and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McGrail moved to approve warrant for \$177,399.31, page 3517, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$147,353.22, page 3518, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$246,017.76, page 3519, seconded by Mr. Martin and unanimously carried.

Mr. Martin moved to approve warrant for \$227,138.13, page 3520, seconded by Mrs. McGrail and unanimously carried

The Board accepted the payroll for the period ending:

July 1, 2005	Page 1863	\$166,766.27
July 15, 2005	Page 1864	174,410.71
July 29, 2005	Page 1865	172,986.15

4) COMMUNICATIONS

Communications were received from:

Richard Blazej thanking Director Stephanie Heineman, Assistant Director Eileen Minogue, and Assistant Director James Olney for permanently exhibiting his framed photographs in the downstairs Application Computer Room

SCLS informing the Library that a replacement is needed to fill the position of Trustee Bill Carter who passed away in July, 2005.

Patron Barbara Kruse praising the staff and Steve Ingram for assisting her with a computer problem.

5) DIRECTOR'S REPORT

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

The fine job that Bill Martin did as Chairperson. She thanked him and stated that as with each Chairperson he continues to "raise the bar."

SUNY Geneseo student and Library intern Jordan Van Brink's launch of "Taking The Stacks To the Streets" community outreach program.

The revision of the Staff Computer Use Policy.

Assistant Director James Olney reported on the recent virus attack on the library computers in both buildings. The fiber optics line is being installed.

6) PERSONNEL REPORT

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

Mr. Martin 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 Mr. Martin and unanimously carried. Two pages attached

PERSONNEL REPORT ADDENDUM

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

A letter of impending retirement intention was received from Colette Malik, Youth Services.

8) CONFERENCE & TRAVEL POLICY

Mr. Martin moved to approve the Conference and Travel Policy, seconded by Mrs. Carr and unanimously carried. Three pages attached

9) UNFINISHED BUSINESS

B. US Patriot Act

"The House voted to make permanent most key provisions of the USA Patriot Act. The bill is still under consideration in the Senate. Two controversial provisions, one expanding wiretap powers and the other allowing searches of library, medical and other records, were renewed for ten years."

Unfinished Business (continued)

C. Courtyard

A contract was entered into with Brothers II Landscapes, Inc.; the bridge will be closed during construction; the windows will be boarded up downstairs to prevent damage; a large sign will be placed on Laurel Avenue thanking the community for their generous contributions towards the building of the courtyard.

11) DATE OF NEXT LIBRARY BOARD MEETING
Tuesday, August 16, 2005 at 10:00 AM – Financial Only

12) ADJOURNMENT

Mr. Martin moved to adjourn the meeting at 11:40 AM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,



Elizabeth McGrail
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
July 28, 2005

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Joyce Bernat	Café Worker/Step 16	Community Services	07/11/05
Rose Boccia	Café Worker/Step 5	Community Services	07/11/05
Florence Gorman	Café Worker/Step 7	Community Services	07/11/05
Marie Klein	Café Worker/Step 8	Community Services	07/11/05
Jill Krahel	Café Worker/Step 4	Community Services	07/11/05
Jill Kuehn	Café Worker/Step 4	Community Services	07/11/05
John Souto	Café Worker/Step 9	Community Services	07/11/05
Carol Trentadue	Café Worker/Step 8	Community Services	07/11/05
Dominick Tripolone	Café Worker/Step 4	Community Services	07/11/05
Dorothy Windus	Café Worker/Step 5	Community Services	07/11/05
Gary Becker	Security Guard/Step 5		07/11/05
John Brennan	Security Guard/Step 5		07/11/05
Joseph Caselli	Security Guard/Step 3		07/11/05
David Cooper	Security Guard/Step 3		07/11/05
Mark Cooper	Security Guard/Step 3		07/11/05
William Hock	Security Guard/Step 4		07/11/05
William Hummel	Security Guard/Step 3		07/11/05
Jason Ladick	Security Guard/Step 2		07/11/05
John Nielsen	Security Guard/Step 5		07/11/05
Sal Rapisardi	Security Guard/Step 6		07/11/05
Charles Sentowski	Security Guard/Step 3		07/11/05
John Trainor	Security Guard/Step 3		07/11/05
Wahida Ali	Page/Step 3	Youth Services	07/11/05
Goffredo Avagliano	Computer Page/Step 6	Computer Services	07/11/05
Scott Baron	Computer Page/Step 6	Computer Services	07/11/05
Joseph Bedell	Computer Page/Step 5	Computer Services	07/11/05
Kate Begley	Page/Step 6	Youth Services	07/11/05
Andrew Bikowski	Page/Step 3	Reference – EN	07/11/05
Evan Bloecker	Page/Step 5	Reference – EN	07/11/05
Ian Bross	Page/Step 4	Media Services	07/11/05
Lindsay Burcyk	Page/Step 3	Youth Services	07/11/05
Daniel Cipoletti	Page/Step 2	Reference – EN	07/11/05
Christina DeMartino	Page/Step 6	Youth Services	07/11/05
Matthew DiGirolamo	Computer Page/Step 3	Computer Services	07/11/05
Kathryn Eisert	Page/Step 3	Youth Services	07/11/05
Lisa Eppich	Page/Step 3	Reference – Npt	07/11/05
Zachariah Ettlinger	Computer Page/Step 6	Computer Services	07/11/05
Carlos Fragoso	Page/Step 3	Reference – Npt	07/11/05
Elizabeth Giorgio	Page/Step 2	Youth Services	07/11/05
Marisa Glashow	Page/Step 5	Youth Services	07/11/05
Samantha Gross	Page/Step 3	Reference – Npt	07/11/05
Darla Gutierrez	Page/Step 5	Youth Services	07/11/05
Frederick Hansen	Page/Step 8	Reference – EN	07/11/05
Maura Hickey	Page/Step 2	Youth Services	07/11/05

Salary Increase (Cont)

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Ryan Howe	Page/Step 5	Youth Services	07/11/05
Catherine Juliano	Page/Step 3	Reference – Npt	07/11/05
Sarah Kenny	Page/Step 3	Youth Services	07/11/05
Stephen Latuso	Computer Page/ Step 12	Computer Services	07/11/05
Catherine Leone	Page/Step 3	Youth Services	07/11/05
Rachael Leotta	Page/Step 5	Youth Services	07/11/05
Mary McNamara	Page/Step 4	Media Services	07/11/05
Faye Michels	Page/Step 9	Youth Services	07/11/05
Ashley Morris	Page/Step 3	Media Services	07/11/05
Mary Ann Morrisroe	Page/Step 7	Circulation – Npt	07/11/05
Caitlyn Morrissey	Page/Step 5	Youth Services	07/11/05
Jake Novick	Computer Page/Step 5	Computer Services	07/11/05
Brian Paccione	Computer Page/Step 5	Computer Services	07/11/05
Daniel Pochtrager	Computer Page/Step 4	Computer Services	07/11/05
Margaret Powers	Page/Step 4	Reference – Npt	07/11/05
Kaitlin Regensberger	Page/Step 4	Youth Services	07/11/05
Thomas Reilly	Page/Step 3	Youth Services	07/11/05
Mary Jane Ritter	Page/Step 8	Reference – Npt	07/11/05
Miriam Roth	Page/Step 16	PALS/Tech Services	07/11/05
Robert Skypala	Computer Page/Step 5	Computer Services	07/11/05
Damian Spieiarich			
Brent Stahl	Page/Step 2	Youth Services	07/11/05
Ian Staub	Page/Step 3	Reference – EN	07/11/05
Margaret Tiernan	Page/Step 5	Reference – Npt	07/11/05
Lucia Villaces	Page/Step 2	Youth Services	07/11/05
Suzanne Voizard	Page/Step 2	Reference – EN	07/11/05
Jessica Wallin	Page/Step 3	Youth Services	07/11/05
Patricia Welsh	Page/Step 4	Reference – EN	07/11/05

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Jung En (Jennifer) Yi	Page/Step 1	Youth Services - EN	07/11/05
Christine Jong	Page/Step 1	Reference – EN	07/11/05
Michael Cavallaro	Computer Page/Step 1	Computer Services	08/01/05
Douglas Hartough	Computer Page/Step 1	Computer Services	08/01/05
Michael Skeats	Computer Page/Step 1	Computer Services	08/01/05

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Jacqueline Volpe	Page/Step 2	Reference – Npt	06/29/05

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
July 28, 2005

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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Kristin Cortina	Page/Step 1	Youth Services – EN	08/01/05
Marisel Kon	Page/Step 1	Youth Services – EN	08/01/05

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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NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY CONFERENCE & TRAVEL POLICY

The Library encourages all employees to participate in relevant conferences, workshops, and organizations for professional development, time and funds permitting.

CONFERENCE REQUEST FORM

Attendance at any conference or in-service training must be approved in advance by the Director. Staff requesting travel support for a conference must complete a **Conference Request Form**. Staff must ensure that all fields of information are completed. Staff must submit the form through their Department Head to the Director for review. The form will be returned to the staff member informing of the decision.

Reimbursement of expenses incurred will be approved, after submission of original and documented receipts, by the Board of Trustees at its regular Board meeting.

CONFERENCE TIME

Conference hours are included within the thirty-five hour weekly schedule. Employees attending a full-day conference will be credited for a maximum of seven hours worked. Sundays will be credited at straight-time.

ALLOWABLE EXPENSES

Reimbursement will be made for actual and reasonable expenses incurred for registration, transportation, meals, lodging, and other necessary business expenses. If group rates for travel/lodging are available, those rates will be used. Expenses must be reported on an actual cost basis (substantiated with receipts). All reimbursable expenses must have a business purpose and will be subject to review and adjustment.

Lodging

Travelers should use standard accommodations in reasonably priced hotels. Since hotel reservations are typically guaranteed to assure lodging for late arrivals, travelers are required to cancel these reservations in a timely manner to prevent no-show charges.

Cancellations

Except under extenuating circumstances, the Northport-East Northport Public Library will not reimburse expenses due to a traveler's failure to cancel his or her conference registration.

Except under extenuating circumstances, the Northport-East Northport Public Library will not reimburse expenses due to a traveler's failure to cancel guaranteed room reservations.

Gratuities For Hosts

Should the traveler decide to stay with colleagues, family or friends in lieu of a hotel, the traveler may request reimbursement for gratuity expenses of a reasonable value (for example, flowers, a gift certificate, or a meal) offered to the hosts. These gratuities would be in place of meals and/or lodging for the accommodations and/or meals provided by the host.

Explanation of such items should be submitted with the travel voucher.

Telephone Calls

Reimbursement for use of personal cell phones will be approved for business related calls only.

Sales Tax Exemptions

The Northport-East Northport Public Library is a sales tax-exempt organization. Prior to traveling, you should contact the Accounting department to obtain a Tax-Exemption Certificate if you are planning to stay at a hotel in New York State only. Northport-East Northport Public Library Tax-Exemption Certificates are not valid outside of New York State.

Meals

The Northport-East Northport Public Library will reimburse travelers for the reasonable cost of their own meals and tips while on library business. The cost of meals varies widely. IRS will be consulted.

When meal expenses include charges for individuals other than the traveler (which have been pre-approved), the receipt must state the name(s), the business purpose(s), and the date of the meal. Original receipts for meals must be submitted with the travel voucher for reimbursement.

Alcohol

No alcohol may be charged as either a direct or indirect expense.

Miscellaneous

Miscellaneous expenses must be itemized and documented. Please obtain receipts for all amounts whenever possible. Examples include:

- Business or work expenses associated with baggage handling and storage, including excess baggage charges and tips
- Telephone calls home of a reasonable amount
- Business telephone calls
- Internet connect fees at a hotel
- Tips

PLANES, TRAINS & AUTOMOBILES**Air Travel & Related Expenses**

Air travel will be reimbursed for coach airfare only. Air travel is restricted to regularly scheduled commercial airlines. All travel arrangements should be made in advance, as airfare booked early can often be obtained at a much lower rate. Before committing to a deeply discounted ticket carrying a substantial penalty for cancellation, individuals should make certain that they can adhere to the planned itinerary.

Lost or Damaged Items

Lost or damaged baggage, clothing, or other personal items are the responsibility of the traveler. Recovery for such personal losses may be available through the employee's homeowner's insurance.

Parking

Parking expenses will be reimbursed, but travelers must use long-term, lower cost parking lots when available on trips of more than 24 hours. Once at the destination, travelers should use hotel shuttles which may be available free of charge or for a nominal fee.

Personal Automobiles/Mileage Reimbursement

All conference travel for individuals using their personal vehicles must be pre-approved by the Director. Reimbursement for use of personal vehicles will be at the IRS mileage rate, effective July 1 for the current fiscal year. Carpooling is strongly encouraged. Please note that no reimbursement will be made for the cost of repairs to personal vehicles, regardless of whether the costs result from business travel or whether they result from acts of the traveler or another individual. It is the obligation of the owner/operator of a personal vehicle being used for library business to have a valid driver's license and carry adequate insurance for his or her protection and the protection of any passengers. Employees are responsible for any tickets and fines incurred.

Taxis, Shuttles, and Car Service

Other transportation expenses include the cost of taxis, airport vans, and public transportation while on library business. The library will reimburse the traveler for these expenses, including reasonable tips. Receipts are required for reimbursement of these expenses.

Rail Travel

Coach accommodations should be used for trips shorter than seven (7) hours of travel on the train.

NON-REIMBURSABLE EXPENSES

The library will not provide reimbursements for travel expenses of spouses or others who accompany other employees on library business, except in unusual circumstances which require their presence. These exceptions must be approved in advance and in writing by the Director and the Library Board.

The following is a list of personal expenses (in addition to those that have been identified in other sections of the policy), which are not eligible for reimbursement as library business expenses:

- Amenities such as movies or in-room bars
- Childcare, baby-sitting, house-sitting, or pet-sitting costs
- Any personal clothing or accessories
- Grooming expenses such as haircuts and toiletries
- Prescriptions, over-the-counter medication, or other medical expenses
- Magazines, books, or other personal reading materials
- Expenses related to non-library activities or personal time off taken before, during, or after a business trip
- Airline club membership dues
- Airline travel insurance costs
- Incremental costs for first or business class airline tickets