

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of June 20, 2006

Approved

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held June 20, 2006 in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Ruth McKay, Chairperson, called the meeting to order at 10:00 AM. Also attending were J. Ronald Gaudreault, Robert Little, Elizabeth McGrail, Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney.

Library Counsel Douglas McNally attended to discuss the staff contract.

2) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of May 18, 2006 as amended, seconded by Mrs. McGrail and unanimously carried.

3) RESIGNATION OF C. ANNETTE CARR, TRUSTEE

The Board accepted the resignation of C. Annette Carr. Director Stephanie Heineman expressed her appreciation of C. Annette Carr as Trustee of the Northport-East Northport Public Library for the past twenty-six years.

4) APPOINTMENT OF ANDREA GLADDING AS LIBRARY BOARD TRUSTEE

Mrs. McGrail moved to appoint Andrea Gladding as Board member of the Northport-East Northport Public Library July 1, 2006 through June 30, 2007 to fill the Trustee seat vacated by C. Annette Carr, seconded by Mr. Gaudreault and unanimously carried.

5) FINANCIAL SECRETARY & TREASURER'S REPORT

Approval of warrants

Mr. Gaudreault moved to approve warrant for \$271,961.10, page 3563, seconded by Mr. Little and unanimously carried.

Mrs. McGrail moved to approve warrant for \$180,427.94, page 3564, seconded by Mr. Gaudreault and unanimously carried.

Mr. Little moved to approve warrant for \$124,614.73, page 3565, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$5,500.00, COURTYARD FUND, page 3566, seconded by Mr. Gaudreault and unanimously carried.

Mr. Gaudreault moved to approve warrant for \$265,377.53, page 3567, seconded by Mr. Little and unanimously carried.

The Board accepted the payroll for the period ending:

May 19, 2006	page 1886	\$170,703.88
June 02, 2006	page 1887	166,862.23
June 16, 2006	page 1888	169,746.57

6) COMMUNICATIONS

A note was received from Barbara Dattolico, retiring Head of Northport Circulation Services, thanking the Board for her retirement gift.

7) DIRECTOR'S REPORT

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

This is the start of her nineteenth year as Director of the Northport-East Northport Public Library.

The Suffolk Cooperative Library System with its new appointed Director Kevin Verbese is exhibiting the needed leadership to establish a plan of service for the Suffolk Cooperative Library System and its member libraries for the future.

The Times of Northport's article and picture, "Eileen Minogue: an educator after all".

Planned initiatives to increase efficiency and productivity in the various departments are starting to be implemented starting with the area of the Community Services office.

8) PERSONNEL REPORT

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

Mrs. McGrail moved to approve "C" Resignations in the Personnel Report, seconded by Mr. Gaudreault and unanimously carried.

Mr. Gaudreault moved to approve "E" Other in the Personnel Report, seconded by Mr. Little and unanimously carried. Page attached

9) PERSONNEL REPORT ADDENDUM

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

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

Mr. Gaudreault moved to approve "E" Other in the Personnel Report Addendum, seconded by Mr. Little and unanimously carried. Page attached

10) REVIEW OF CLEANING CONTRACTS BIDS

Mr. Little moved to authorize Director Stephanie Heineman to award the East Northport Cleaning Contract for the period July 1, 2006 through June 30, 2009 to Martins Building Maintenance Corp. as the lowest responsible bidder, \$22,200, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to authorize Director Stephanie Heineman, pending final discussions with Alan Olita, Head of Buildings & Grounds, to award the Northport Cleaning Contract for the period July 1, 2006 through June 30, 2009 to Martins Building Maintenance Corp. as the lowest responsible bidder, \$34,600, seconded by Mr. Gaudreault and unanimously carried.

11) UNFINISHED BUSINESS

Courtyard

The library has received positive responses to the use of the courtyard. Our vision has been accomplished and our goals reached.

Library Bear

Director Stephanie Heineman has contacted the artist who carved the bear and is setting up an appointment with him to discuss the library's intention to have the bear cast and to have it appear as artistic as the original.

12) DATE OF NEXT LIBRARY BOARD MEETING

Tuesday, July 18, 2006	10:00 AM	Annual Reorganizational Meeting
	10:30 AM	Regular Board Meeting

13) MOTION TO CONVENE IN EXECUTIVE SESSION

Mr. Little moved to leave the regular meeting to go into Executive Session to discuss staff contract with library counsel Douglas McNally, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to go out of the Executive Session and return to the regular meeting, seconded by Mr. Gaudreault and unanimously carried.

14) ADJOURNMENT

Mrs. McGrail moved to adjourn at 11:55 AM, seconded by Mr. Gaudreault and unanimously carried.

Respectfully submitted,
Elizabeth McGrail
Elizabeth McGrail
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
June 20, 2006

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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Jessica Attard	Page/Step 1	Youth Services	06/05/06
Meredith Burcyk	Page/Step 1	Youth Services	06/05/06

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Leonard Schwartz	Page/Step 4	PALS/Tech Services	05/26/06
Lisa Eppich	Page/Step 4	Reference – Npt	05/26/06

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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Seasonal Pages			
Andrew Bikowski	Seasonal Page/Step 3	Reference – EN	06/05/06 – 08/31/06
Ravi Bharwani	Seasonal Page/Step 1	Youth Services	07/03/06 – 08/31/06

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
June 20, 2006

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>
Matthew Bruckenthal	Page/Step 1	Reference – EN	06/26/06
Leslie Ramme	PT Library Clerk/Step 1	Circulation	06/26/06

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Lindsay Burcyk	Page/Step 4	Youth Services	06/27/06
Jake Novick	Computer Page/Step 6	Computer Services	06/15/06

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>
Promotion			
Donald Becker (Presently part-time Librarian)	Librarian I/Step 3	Media Services	07/03/06