

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of March 13, 2012

Approved

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held on March 13, 2012 in the Northport Library Conference Room.

1) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 6:00 PM. 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 MEETINGS

Mrs. Gladding moved to approve the minutes of February 15, 2012, seconded by Mrs. McGrail and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Gladding moved to approve warrant for \$ 270,713.03, page 3835, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 150,738.93, page 3836, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 207,047.13, page 3837, seconded by Mrs. Gladding and unanimously carried.

The Board accepted the payrolls for the period ending:

February 17, 2012	Page 2046	\$ 194,380.35
March 02, 2012	Page 2047	194,230.60

B. Review of monthly expenditures

C. Review of statistical summary

5) COMMUNICATIONS

A card was received from the family of Dove Barrows Thomas, recently deceased former Reference Librarian, thanking the library for their "care and compassion".

Note: A fund has been established at the library to create a lasting memorial in Dove's honor.

The Board recognized with sadness the death of Rosalie D. Toja who began her library career at the Northport-East Northport Library.

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 strength of teamwork is even more evident during a colleague's absence and was exemplified upon Helen's recent injury by the whole department pitching in.

Administrative Assistant - Gearing up for the upcoming April 3 Budget Vote and Trustee Election our Clerk of the Vote's responsibilities are focused toward a successful outcome.

Adult Services - The book display on the History of Medicine was appreciated not only by our patrons but also by medical librarians who specialize in that area and even requested permission to reuse our poster.

Buildings & Grounds - After extensive negotiations with the custom floor mat manufacturer a replacement for the defective mat was received at no cost to the library.

Circulation - An SCLS Millennium upgrade provided enhancements to our circulation system but caused printing problems that were solved by our own Network and Systems Administrator. This in-house solution was shared system wide thereby saving many hours of troubleshooting throughout the county.

Community Services - Program attendance remains strong with the following numbers: 45 attended the Lighthearted Look at the Presidents, 35 attended Organizing Your Documents and 55 attended the Immortal Love Songs.

Computer Services - Staff computer training continues in preparation for the installation of Office 2010.

Network & Systems - The upgrade to our network infrastructure by replacing switches in both buildings and installing a 4-post rack in East Northport was completed by the Department on Presidents' Day to minimize disruptions to patrons' service.

Youth Services - The Winter Reading Club drew 42 children and families, while the popular Book Exchange program recycled more than 600 books. The library-sponsored team in the Odyssey of the Mind Challenge held this weekend won their second regional competition and will once again compete at the State level.

Director's Report (continued)

Administration - The library was represented at NYLA's Advocacy Day in Albany with a record turnout of 1,489 attendees.

Administration participated in Directors' roundtable on the future of e-content and How Libraries Should Position Themselves in this new environment.

7) PERSONNEL REPORT

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

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

8) REVISION OF COMPUTER USE POLICY

Mrs. McGrail moved to accept the new written Computer Use Policy, seconded by Mrs. Hartough and unanimously carried.

9) NORTHPORT BUILDING REAR SIDEWALK AND FAÇADE PROJECT

WHEREAS at the bid opening for the Building and Site Repairs at the Northport Public Library (Rear Sidewalk and Façade Project) on March 2, 2012 bids were received from five companies, and

WHEREAS Beatty, Harvey & Associates, architects, has reviewed the bids and the bid packets, and based on the bid details from the information provided, has determined FML Contracting, Inc. to be the apparent lowest responsible bidder and has recommended the library award the contract to FML Contracting, Inc., and

THEREFORE, the Board of Trustees resolved to award the contract to FML Construction, Inc. for the base bid in the amount of Fifty-five Thousand Dollars (\$55,000).

Mrs. Hartough moved to award the contract to FML Construction, Inc. for the base bid in the amount of Fifty-five Thousand Dollars (\$55,000), seconded by Mrs. Gladding and unanimously carried.

10) PERIOD FOR PUBLIC EXPRESSION

11) UNFINISHED BUSINESS

Landscape Maintenance Program

The following was received from Brothers II Landscapes, Inc:

Dear Ms. Minogue,

Brothers II Landscapes, Inc. would like to thank the Northport-East Northport Public Library for awarding us the contracted work we have performed over the past few years. In gratitude, we would like to offer our services for the 2012 landscape season, at no cost, to the Northport-East Northport Libraries. These services would include weekly grounds maintenance, spring and fall cleanups, organic applications, pruning and planting for both Northport and East Northport Libraries, as well as all work detailed in the library's "Landscape Maintenance Program March 2012-2014."

(Signed Daniel Joseph, President, Brothers II Landscapes, Inc.)

Library Administration, upon advice of counsel, extended the contract for one year and will request proposals again in 2013.

12) OTHER BUSINESS

13) Dates of future meetings:

Tuesday, April 3, 2012	9:00 AM – 9:00 PM	Library Vote
Thursday, April 19, 2012	10:00 AM	Regular Board Meeting.
Thursday, May 17, 2012	10:00 AM	Regular Board Meeting

14) MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER

Mrs. Gladding moved to leave the Regular Meeting and convene in Executive Session, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to leave the Executive Session and reconvene the Regular Meeting, seconded by Mrs. Hartough and unanimously carried.

15) ADJOURNMENT

Mrs. McGrail moved to adjourn at 7:16 PM, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,

Elizabeth A McGrail
Elizabeth McGrail
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
March 13, 2012

A. Salary Increase			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
B. New Employees			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
C. Resignations			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Jacob Restituto	Page/\$7.40 hr	Circulation – Npt	01/31/12
D. Retirement			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
E. Other			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Request for Leave of Absence			
Salvatore Rapisardi	Guard/\$21.51 hr	Security	03/14/12 – 04/14/12