

MONTHLY MEETING OF THE BOARD OF TRUSTEES OF THE  
CENTER MORICHES FREE PUBLIC LIBRARY

June 4, 1964

Present: Mr. Carmer, Dr. Schlein, Mrs. Gould, Mr. Donnelly

Minutes of the previous meeting were read and approved.

Bills approved for payment: On motion by Mr. Carmer, seconded by Mrs. Gould the following bills were approved for payment:

Security National Bank		
note \$3000.00	#1720	\$3029.05
interest <u>-\$29.05</u>		
C. Gerard Donnelly		
petty cash	1721	\$10.00
American Heritage	1722	\$11.75
Mrs. Julia Corra	1723	\$67.32
John Foley	1724	\$45.50
Sophie Golob	1725	\$40.89
Mrs. Elinor Hart	1726	\$61.20
Vernon Havens	1727	\$46.38
Mrs. Patricia Shaylor	1728	\$64.75
Silver-Burdette Co.	1729	\$8.40
Suffolk Cooperative Library System	1730	\$82.77
Suffolk Stationers	1731	\$4.69
Terry's Oil Service	1732	\$21.32
C. Gerard Donnelly	1733	\$175.00
C. Gerard Donnelly	1734	\$24.00

Old Business:

1. Mr. Donnelly reported on prices for a new card catalogue. The prices include a base, cornice, 30 drawers, and a reference shelf. Sjostrom Co. \$502.50, Bro-Dart \$471.25 less a 10% discount. An estimate has not yet been received from Remington Rand. Co. No decision was reached on the purchase of the card catalogue.

New Business:

1. Mr. Carmer reported the note taken at the Security National Bank for \$3000 plus 1.90% interest has been paid in full. The note was due June 20th, 1964.
2. There was a discussion on finding a new exhibit for the display case. Mr. Donnelly will see to finding exhibits to keep the case filled.
3. A letter was received from Mr. John Foley informing the

Board that he will be attending C.W. Post College from June 19th to July 25th and will not be able to work at the Library during that period.

4. Mr. Donnelly would like to take a <sup>leave of absence</sup> vacation from July 15th to August 15th. Before leaving he will set work schedules for auxiliary help. The Board agreed to his plans.
5. Hiring Mr. John Binnington for the month Mr. Donnelly will be away was planned. There was a discussion about the hourly pay he should receive for his services. No decision was reached.
6. Letters from Mr. Walter Curley and Mr. Stanley Abrams were received concerning Mr. Donnelly and the N.Y. State Employees' Retirement system, and Social Security. (Letters attached) Mr. Donnelly is to get further information from Miss Husak.
7. Names were submitted as possible candidates to replace Mrs. Gould on the Board. The candidates were to be contacted to see if they would be interested in serving before a choice is made.
8. Circulation: May '64 1769  
May '63 1376  
Records 51
9. Meeting adjourned at 11:05

Respectfully Submitted

*Henry J. Lamm*  
Secretary

# THE SUFFOLK COOPERATIVE LIBRARY SYSTEM

15 - 17 WEST AVENUE ♦ PATCHOGUE, N. Y., 11773

ATlantic 9-2120

WALTER W. CURLEY  
*Director*

MARIE T. SULLIVAN  
*Assistant Director*

May 12, 1964

Dr. Milton A. Schlein  
Main Street  
Center Moriches, New York

Dear Dr. Schlein:

Albany has indicated to me that since you are a school district library the library is really part of the school district and necessarily you would have to follow whatever policy the school has set with regard to non-teaching personnel. If the non-teaching personnel are members of the State Pension Plan, then the library would have to follow the same procedure as the school. Apparently there isn't the flexibility that we had anticipated, or at least, if there is flexibility, it depends on actions that the school Board has taken and not actions that may be taken by the library Board.

Summing it up: 1) check with the school Board concerning the status of non-teaching personnel. If they are included in the program, then you must include Mr. Donnelly. I wish I could provide you a little leeway, but I can't.

Best wishes,

Sincerely yours,

  
Walter W. Curley

WWC/df

# Center Moriches Public Schools

Center Moriches, Long Island, New York

May 29, 1964

Dr Milton A. Schlein  
President, Board of Trustees  
Center Moriches Free Public Library  
Center Moriches, New York


Dear Dr Schlein:

In view of the letter from Mr Walter W. Curley, which you received, dated May 12, it seems clear that Mr Donnelly must become a member of the New York State Employees' Retirement System, since this is the procedure in effect for all non-teaching personnel. It follows that social security coverage would also be provided for Mr Donnelly, as long as he did not cast a negative vote in the original referendum held in 1957.

Whether or not Mr Donnelly should receive a Civil Service appointment is apparently a matter for future consideration. Since the population served will undoubtedly increase within the next few years, it might be of benefit to everyone if Mr Donnelly were appointed on a Civil Service basis. For the present, this does not seem to be mandatory.

Starting in the month of July, it will be necessary for the Library Board to deposit a monthly check covering Mr Donnelly's retirement contribution (made out to the Comptroller) with the clerk of the district. In addition, every quarter a check covering the social security deduction (plus Library Board's contribution) will also have to be deposited with the clerk of the district. These checks will be transmitted along with the School District's payments at the specified intervals.

Very truly yours,



Stanley Abrams  
Supervising Principal

SA:CH

Functions of the Librarian in the Center Moriches Library

1. Administrative
  - Prepare simple system of accounting and report on same to board each month.
  - Keep statistics on circulation, etc.
  - Handle library correspondence.
  - Attend monthly meetings of library trustees.
2. Public relations
  - Present a vital program to improve library service and to:
    - a. encourage greater use of facilities by present borrowers.
    - b. reach individuals not presently aware of facilities.
    - c. inform outlying communities (Manorville, East Moriches, etc.) of library service with hope of future tax participation.
    - d. encourage community participation in library activities through exhibits, "Friends", speakers, Book Week, National Library Week, etc.
3. Book collection
  - Select, order and process books with emphasis on children's, young adults and reference collection.
  - Bring present catalog up to date.
4. Children's service
  - Improve relations with high school library.
  - Present program for elementary school including formal group instruction in the library.
  - Story hour.
5. Building
  - Supervise cleaning woman and janitor.
  - Take initiative in minor repairs.
6. "Friends of the Library"
  - Organize and supervise group of volunteers to supplement work of librarian.
  - Cooperate with high school library club with possible affiliation.

Offer of Appointment as Librarian at the Center Moriches Library  
for one year.

\$8800.00 salary      6th step in salary schedule  
(\$7300.00 - \$9300.00 in 8 steps; \$250. yearly increment)

Social Security; Workmen's Compensation

Possible major medical insurance (Part of proposed school plan)

Vacation: 1 month, at discretion of library board.

Sick leave: 10 days per year, ~~non~~-cumulative; may include <sup>Up To 30 Days</sup>  
4 days of personal or family business.

Holidays, library closed: New Year, Washington's Birthday,  
Memorial Day, Fourth of July, Labor Day, Thanks-  
giving, Christmas.

Termination of employment: 1 month's notice.