

NORTHPORT – EAST NORTHPORT PUBLIC LIBRARY  
Meeting of April 16, 2013

Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Tuesday, April 16, 2013.

1) CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 5::37 PM. Also attending were Robert Little, Margaret Hartough, Andrea Gladding, Director James Olney and Assistant Director Nancy Morcerf. Patricia Flynn was absent with prior notice.

2) PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited by those attending the meeting.

3) MINUTES OF PREVIOUS MEETINGS

Mr. Little moved to approve the minutes of March 12, 2013 as amended, seconded by Mrs. Gladding and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Gladding moved to approve warrant for \$ 205,636.64, page 3884, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 67,629.98, page 3885, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ \$289,305.10, page 3886, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 190,055.20, page 3887, seconded by Mrs. Hartough and unanimously carried.

PAYROLL REGISTER

The Board accepted the payroll for the period ending:

March 15, 2013	Page 2075	\$ 185,410.48
March 29, 2013	Page 2076	181,796.00
April 12, 2013	Page 2077	179,606.58

B. Review of monthly expenditures

C. Review of statistical summary

Financial Secretary & Treasurer's Report (continued)

D. Acceptance of New York State Annual Report for Public and Association Libraries – 2012

Mr. Little moved to approve the New York State Annual Report for Public and Association Libraries – 2012, seconded by Mrs. Gladding and unanimously carried.

5) ACCEPTANCE OF RESULTS OF LIBRARY BUDGET VOTE AND ELECTION OF TRUSTEE

Mrs. Gladding moved to accept the results of Library Budget Vote and election of Trustee, seconded by Mrs. Hartough and unanimously carried.

I, CLAIRE J. SARSER, Clerk of the Meeting for the Special District Meeting of Northport-East Northport Union Free School District held on April 2, 2013, do hereby CERTIFY the following returns on the voting on the proposed Library Budget 2013/2014 and to elect one Library Trustee for a term of five years.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

PROPOSITION NO 1		LIBRARY TRUSTEE	
PROPOSED LIBRARY BUDGET		Elizabeth McGrail	540
\$ 9,687,400		Other – Write In	1
YES	NO		
494	173		

TOTAL VOTES CAST BUDGET - 667  
TOTAL VOTES CAST TRUSTEE - 541

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Claire J. Sarser, Clerk of the Special District Meeting

6) COMMUNICATIONS

The Board of Trustees received a thank you note from Ellen Mesmer, Library Clerk, "for the thoughtful gift" she received upon her retirement.

7) DIRECTOR'S REPORT

The Director's Report was given orally in addition to the packet available to the Trustees at the Circulation Desk prior to the meeting.

Administration – Our library held a successful vote on the Common Vote Day which was chosen by all of the Suffolk County Public Libraries. However, many libraries decided to stray from the date chosen and vote the following week. All public library budget votes held this year have passed.

**Director's Report (continued)**

**Administration** – Recent changes in our staff one retirement, two resignations, and two upcoming family medical leaves, will provide us with the opportunity to evaluate staffing allocations and ensure that our most valuable resource, personnel, is properly assigned.

**Adult Services** – The Winter Reading Club enrolled 54 members this year. The grand prize, two tickets donated by the John W. Engeman Theater, went to one lucky member. Two second place winners received copies of the donated book, *Stokely Webster and his Paris* and a \$5 gift card to the Library Café.

**Buildings and Grounds** – The Northport media collection has now grown to encompass an aisle that once held books. Deep shelves designed for books, necessitated the need to incorporate filler blocks to prevent the smaller media items from falling behind and becoming lost. Our Buildings and Grounds staff created the fillers from two-by-fours that they cut and painted to match the existing shelves.

**Circulation** – A new anti-fatigue mat was installed at the Northport Circulation Desk to provide improved support for staff standing at our public service desk.

The email hold notification slips have been changed to include a “hold through” date making this information more transparent for our patrons.

Following a recent onsite presentation to a school group showing how the children's periodical display shelving tips to reveal the older issues, the children's periodical circulation quadrupled as compared to the previous month.

A recent Support Staff Division (SSD) meeting of the Suffolk County Library Association (SCLA) covered self-serve circulation, interdepartmental communication, fulltime staff shadowing coworkers from other departments, *One & Done* philosophy for improved customer service, and the changing roles of library staff based on patrons' evolving needs. These topics have been and continue to be a focus at many of the staff meetings we hold.

**Community Services** – The Book-A-Trip to the *Philadelphia Flower Show* brought Spring to 46 patrons sooner and Fiddler's Green played Irish music to the 76 patrons' in attendance. The Irish Step Dancing, cosponsored with Northport Arts Coalition (NAC), entertained 125 patrons and brought a new patina to our stage floor.

**Network and Systems** – Office 2013 is being installed on select staff computers as a platform to create instructional classes of the newest version of Microsoft's Office Suite for staff. Once staff is familiar with Office 2013, patron computers will begin to feature this suite over the summer.

**Network and Systems (continued)**

The two Mac computers in Community Services were upgraded with the latest version of OSX, 10.8.3 to support a secondary web browser, Chrome. Chrome is required to access a SCLS subscription to LibraryAware, an online service used to create print and online social media promotional materials.

Northport's popular scan station will be updated to match a new model that was ordered for East Northport. The new stations will feature larger touch-sensitive screens, much faster processors and the ability to scan to tablets and smart phones wirelessly.

Tech Services – A search of the catalog revealed over 11,000 old barcodes for items that have not circulated in years. These items were discarded years ago but were not properly removed from the catalog. A list of these items has been created and will be subsequently deleted from our collection.

Youth Services – The Ugly Duckling was the winner of this year's *Kids... Cast Your Vote* election for the favorite Hans Christian Andersen fairy tale for 2013.

The bookmark contest reception was once again very well received with the winners dressing up for the occasion and even inviting their extended families to celebrate in their achievement.

The Library sponsored *Odyssey of the Mind* team competed at the state competition finishing at a very respectable 7 out of 17 teams that competed.

Teen services held a *Guide Dogs for the Blind* program educating and entertaining 46 patrons. The audience had a great time observing the difference between a rambunctious 3-month-old Golden Retriever in training and a 3-year-old guide dog.

**8) PERSONNEL REPORT**

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

Mrs. Hartough moved to approve "D Retirement" in the Personnel Report, seconded by Mr. Little and unanimously carried.

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

**9) PERIOD FOR PUBLIC EXPRESSION****10) LOAN PERIODS AND FINES**

Mr. Little moved to approve the revised Loan Periods and Fines, seconded by Mrs. Gladding and unanimously carried.

11) UNFINISHED BUSINESS

Meeting room regulations were discussed.

12) OTHER BUSINESS

Distribution of information regarding Library Trustee Association.

Distribution of group life Insurance information from New York Life Insurance Company for the Trustees to examine.

13) DATES OF FUTURE MEETINGS

Tuesday, May 21, 2013 - 5:30 PM – Regular Board Meeting

Thursday, June 20, 2013 - 10:00 AM – Regular Board Meeting

14) ADJOURNMENT

Mr. Little moved to adjourn at 7:47 PM, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,



Margaret Hartough  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
April 16, 2013

A. Salary Increase <u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
B. New Employees <u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
C. Resignations <u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Denim Damon	PT Custodial Worker I/Step 2	Buildings & Grounds	04/01/13
Ashley Lizza	Page/\$7.70 hr	Adult Services – Npt	04/15/13
D. Retirement <u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Ellen Mesmer	Library Clerk/Step 18	Circulation – EN	04/27/13
E. Other <u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Request for Leave of Absence	Mary Ann Morrisroe Page/\$11.50 hr	Adult Svcs – EN	03/18/13 – 04/02/13