

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of June 20, 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 Thursday, June 20, 2013.

1) CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:27 AM. Also attending were Robert Little, Margaret Hartough, Andrea Gladding, Patricia Flynn, Director James Olney and Assistant Director Nancy Morcerf.

2) PLEDGE OF ALLEGIANCE

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

3) MINUTES OF PREVIOUS MEETING

Mrs. Flynn moved to approve the minutes of May 21, 2013 as amended, seconded by Mr. Little and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mr. Little moved to approve warrant for \$ 266,068.90, page 3891, seconded by Mrs. Flynn and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 21,651.60, page 3892, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 189,063.35, page 3893, seconded by Mrs. Flynn and unanimously carried.

Mr. Little moved to approve warrant for \$ 185,324.84, page 3894, seconded by Mrs. Hartough and unanimously carried.

PAYROLL REGISTER

The Board accepted the payroll for the period ending:

May 24, 2013	Page 2080	\$183,130.95
June 7, 2013	Page 2081	175,791.72

- B. Review of monthly expenditures
- C. Review of statistical summary

5) COMMUNICATIONS

6) 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 - Administration worked closely with the Thomas family and friends to complete Dove's Garden just in time for the dedication. The dedication proceeded as planned. Despite the heavy rain and flooding, more than 100 family and friends were graced with live musical performances for almost three hours.

The library's auditor worked onsite for three days to perform the preliminary phases of our annual financial audit. The next phase will take place near the end of August after our fiscal year has closed and the bank statements have been reconciled.

Library administration has participated in three additional town meetings about the LIPA tax certiorari. Two meetings were held in the Town Supervisor's conference room and one at the Soundview Boat Ramp.

Adult Services – Support continues for our local book discussion groups which includes making recommendations and securing multiple copies for members. Copies in large print and audiobook formats are also obtained. This month, seven groups made requests and the Suffolk Cooperative Library System's Pool Collection was utilized as well as multiple interlibrary loans.

Better World Books has been contacted to make arrangements to sell or donate our de-acquisitioned books and unsold book sale items. This will help recycle books that might otherwise get discarded.

Buildings and Grounds – Our annual safety visit by the New York State Insurance Fund consultant confirmed that the issues noted in last year's review have been corrected. A crowded electrical closet has been cleaned out, the stage was repaired and the edge is delineated, worn treads were replaced on the staircase, new carpeting was installed, and ladder safety was completed. This year's recommendations are to highlight the edges of the steps in the sump room, clean out the children's storage closet, and reduce the number of items stored under staff desks.

Circulation – A fulltime staff member from Technical Services is working at the Northport Circulation desk to help cover a staff member who is on family leave. This experience provides staff with the opportunity to learn from each other and gain insights into how their work impacts both colleagues and patrons.

Circulation (continued)

Circulation Department Heads from around the county met for a presentation on where libraries are headed in this day of technology and budgetary cutbacks. They discussed how each was learning to do work differently with less. Key discussion topics were hospitality, convenience, simplicity, relationships, inspiration, and efficiency.

Community Services – The Visiting Nurse Service gave an informative program on diabetes and seniors to 16 patrons and a local attorney presented issues relating to elder law to 37 patrons. A performance of Nat King Cole's music entertained 75 patrons and a program about growing up in Brooklyn during the 50s helped 65 patrons to relive their youth.

Network and Systems – The stage lighting and microphones purchased with funds received through a grant by the Northport Arts Coalition have been installed in the Northport Community Room. Electrical work was required to power and remotely control the multi-color LED stage lighting. Wall plates were installed to connect the microphones to a sound mixer and a storage cabinet was purchased to store some of the equipment when it is not in use.

Tech Services – Our new Department Head is learning the intricacies of the acquisitions module to evaluate the options available when performing a fiscal close on our fund codes.

Youth Services – The Head of Youth Services attended The BookExpo America (BEA) and acquired a six foot tall image of the Little Prince and other promotional pieces that will accompany the Little Prince 70th Anniversary display scheduled for October 2013.

This year we instituted a plaque competition which will recognize the elementary school building in our district with the most students enrolled in the library's Summer Reading Club. The school with the most enrollees will have their name engraved on the plaque and the honor of displaying it in their building during the following school year.

The library hosted its second Drug and Alcohol Task Force Town Hall Meeting. More than 175 members of the community interacted with a speakers' panel consisting of a high school teacher, emergency room doctor, Northport teen in recovery, mental health professional and police officer. In conjunction with this meeting, we were the first public venue for a booth called Just Like Me. This booth provided an emotionally-charged multisensory experience of a teen who shared their story of drug addition and recovery.

7) PERSONNEL REPORT

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

Personnel Report (continued)

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

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

8) PERIOD FOR PUBLIC EXPRESSION

9) UNFINISHED BUSINESS

The staff contract for 2013-2016 has been signed by the Staff Association representatives.

10) OTHER BUSINESS

Information regarding the Procurement Policy was discussed with the Board of Trustees.

The individual responsible for vandalism to Michelle's Garden has made several payments toward repairs and will work to settle the balance.

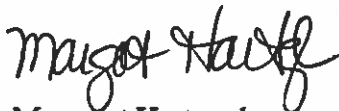
11) DATES OF FUTURE MEETINGS

Tuesday, July 23, 2013	10:00 AM - Annual Reorganizational Meeting
	11:00 AM - Regular Meeting
	12:00 Noon - Staff Recognition Ceremony

12) ADJOURNMENT

Mrs. Flynn moved to adjourn at 11:48 AM, seconded by Mr. Little and unanimously carried

Respectfully submitted,



Margaret Hartough
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
June 20, 2013

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>
Shaw Newman	Page/\$7.25 hr.	Adult Services – EN	06/03/13
Jessica Camenzuli	Page/\$7.25 hr.	Youth Services – Npt	06/24/13
Miranda Schmidt	Page/\$7.25 hr.	Youth Services – EN	06/25/13
John Modica	PT Custodial Worker/Step 2	Buildings & Grounds	06/21/13

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Callum Hutchinson	Page/\$7.25 hr.	Circulation – NPT	06/14/13

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>
Request for Medical Leave of Absence			
Patricia Welsh	Page/\$10.75 hr.	Adult Services - EN	5/14/13 – 06/14/13