

NORTHPORT EAST-NORTHPORT PUBLIC LIBRARY

Meeting of October 17, 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, October 17, 2013.

1) CALL TO ORDER

Chairperson Patricia Flynn called the meeting to order at 10:20 AM. Also attending were Margaret Hartough, Robert Little, Andrea Gladding, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney. Tong Wu of Bayside CPA PLLC, library accountant, attended for the discussion and acceptance of the Auditor's Report on Examination.

2) THE PLEDGE OF ALLEGIANCE was recited by those attending the meeting.

3) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of September 17, 2013 as amended, seconded by Mrs. McGrail and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Discussion and acceptance of Auditor's Report on Examination

Mrs. McGrail moved to accept the Auditor's Report on Examination, seconded by Mrs. Gladding and unanimously carried.

B. Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 292,612.89, page 3905, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 57,812.82, page 3906, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$207,256.25, page 3907, seconded by Mr. Little and unanimously carried.

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September 27, 2013

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\$ 184,927.92

October 11, 2013

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183,090.37

C. Review of monthly expenditures

D. 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** – The libraries in the Town of Huntington have agreed to implement the consolidated loan rules. This will require a few additional changes in our fine schedule, renewal limits, and days on the hold shelf. Most of these changes will have a positive effect on our patron's borrowing experience while simplifying the insurmountable combinations and permutations provided by the current loan rules.

New fiction and non-fiction books are now available for inter-library loan. The new fiction titles were made available on October 1. This change has not proved to have had any negative impact on the browsability of our new book collection.

Meetings have been held with the officers from the Suffolk County 2<sup>nd</sup> Precinct and the Northport Village Police Department to review the library's safety and security procedures, facility, and prepare for the staff Workplace Violence Prevention Training planned for November.

**Adult Services** – We have partnered an experienced Adult Services librarian with a newer Teen Services librarian to develop library programs and services targeting patrons in the twenty-something age group. This is a demographic that had evaded libraries for years.

Our Outreach Librarian and Health Services Librarian participated in the Fall Festival at the Northport VAMC by providing a table highlighting library programs and services for veterans. Approximately 50 veterans, VA staff, and other guests met our librarians and heard first-hand how the library can help them.

**Buildings and Grounds** – The halogen bulbs in the Northport Gallery have been replaced with high-efficient LED lights. Narrow-beam fixtures have been used to highlight the art while wide-beam fixtures light the seating areas. The art lighting can now be controlled independently from the seating lighting providing a more dramatic display, particularly in the evening.

**Circulation** – A recent Suffolk Cooperative Library System (SCLS) initiated enhancement to the transit slips, generated to improve inter-library loan routing, disabled our customized template. Once again our staff talent enabled customizations that were unique and over-looked by SCLS staff making well-meaning enhancements.

**Director's Report (continued)**

**Community Services – The Library encouraged good health through four health-related programs, St. Francis Hospital Mobile Bus (19 attended), Medicare Basics (26 attended), Adult CPR/AED Course (10 attended), and Staying Independent for Life (30 attended). An additional program entitled Hiking on Long Island inspired 60 patrons to enjoy the outdoors while exercising.**

**Twenty-six agencies participated in our Volunteer Fair this year which was up from 22 last year with 180 patrons attending.**

**We have been told that the schools are no longer allowing groups such as Girl Scouts and Boy Scouts to meet in their buildings. This has resulted in many new requests for use of the library's already highly-utilized meeting rooms.**

**A cash register button has been designated for Friend's ticket and merchandise sales to improve financial record keeping of such transactions.**

**Network and Systems – The security camera cable adapters were replaced resulting in more reliable connections and clearer images. Significant advancements in security equipment over the last few years will necessitate investment in newer technology and future budgeting will reflect this need.**

**The Suffolk Cooperative Library System received a grant of 240 Android based Nexus 7 tablets which have been distributed to member libraries for public use. We have received 12 of these units which will be utilized by patrons in Youth Services once appropriate applications have been selected and installed.**

**Youth Services – Our very popular library display at the East Northport Festival and Cow Harbor Day were supplied with crafts and teen volunteers by Youth Services.**

**A Summer Reading Club award was introduced this year and a plaque was inscribed with the name of the elementary school with the highest percentage of students enrolled in the Club. The recipient this year was Bellerose Avenue School challenging the other schools in the district to increase their student enrollment next year.**

**The Library partnered with Youth Directions and Alternatives (YDA) to offer a program called Home Alone which is designed to help tweens navigate situations that may occur during their new time of independence. Over 40 students registered for this program prompting the scheduling of another session in the spring.**

7) PERSONNEL REPORT

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

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

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

PERSONNEL REPORT ADDENDUM

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

8) PERIOD FOR PUBLIC EXPRESSION

9) UNFINISHED BUSINESS

10) OTHER BUSINESS

11) DATES OF FUTURE MEETINGS

|                             |          |                       |
|-----------------------------|----------|-----------------------|
| Tuesday, November 19, 2013  | 5:30 PM  | Regular Board Meeting |
| Thursday, December 19, 2013 | 10:00 AM | Regular Board Meeting |

12) ADJOURNMENT

Mr. Little moved to adjourn the meeting at 12:30 PM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,



Robert Little  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
October 17, 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> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

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|----------------|-----------------|-----------------------|----------|
| Julianne Young | Page/\$7.60 hr. | Youth Services - Teen | 09/28/13 |
| Daniel Smith   | Page/\$7.25 hr. | Circulation - Npt     | 09/30/13 |
| Adam Lawrence  | Page/\$7.25 hr. | Circulation - Npt     | 10/12/13 |

**D. Retirement**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
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|--------------|---------------------------|-------------------|----------|
| Grace Cullen | PT Library Clerk/Step 11b | Circulation - Npt | 10/30/13 |
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**E. Other**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
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**Request for Parental Leave**

|               |                      |                |                     |
|---------------|----------------------|----------------|---------------------|
| Michelle Rung | Librarian II/Step 7b | Adult Services | 10/07/13 - 01/10/14 |
|---------------|----------------------|----------------|---------------------|

**Request for Medical Leave**

|                  |                  |                |                     |
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| Mary Jane Ritter | Page/\$11.95 hr. | Adult Services | 09/24/13 - 01/24/14 |
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**PERSONNEL REPORT  
ADDENDUM**

Approval of the Following Personnel Matters  
October 17, 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> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

|                   |                 |                       |          |
|-------------------|-----------------|-----------------------|----------|
| Christine Cassidy | Page/\$7.25 hr. | Youth Services - Teen | 10/21/13 |
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**C. Resignations**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

**D. Retirement**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

**E. Other**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
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