

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of January 23, 2014 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, January 23, 2014. The meeting was preceded by a Budget Work Session.

1) CALL TO ORDER

Chairperson Patricia Flynn called the meeting to order at 2:50 PM. Also attending were Robert Little, Margaret Hartough, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney. Andrea Gladding was absent with prior notice.

2) PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by those attending the meeting.

3) MINUTES OF PREVIOUS MEETING

Mrs. Hartough moved to approve the minutes of December 19, 2013 as amended, seconded by Mr. Little and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Hartough moved to approve warrant for \$ 282,273.98, page 3916, seconded by Mr. Little and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 173,954.39, page 3917, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$14,466.43, page 3918, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$56,094.59, page 3919, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$199,526.88, page 3920, seconded by Mr. Little and unanimously carried.

PAYROLL REGISTER

December 20, 2013	Page 2095	\$ 186,177.60
January 3, 2014	Page 2096	184,141.32
January 17, 2014	Page 2097	184,501.36

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 – Awareness of one's surroundings, utilizing a team approach, and effective communication were all discussed as they related to the safety and security measures that are employed every day.

Weather related closing procedures were reviewed with Department Heads with specific emphasis on timeliness and clarity of communication.

Department Heads were reminded that as the leaders of their departments that they must set the example, deliver clear messages, and address destructive behavior that is damaging to both individuals and the institution.

Adult Services – Recent events involving Adult Services have affirmed the cooperative nature within our profession. A neighboring library was discarding several volumes of a reference work and noticed we were missing those volumes from our set and offered them to us. Another library sent their discards to us so that one of our patrons could enjoy them. A local special collections library also encouraged one of our patrons to visit their library to check out materials directly from its collection.

Building and Grounds – Our annual fire drill at the East Northport building yielded the same lesson that was learned in Northport which was to assign a staff member to monitor building entrances following a building evacuation to ensure no one enters the building.

The library's roofing materials are beginning to show their age. Depending on the volume of rain and the direction of the wind, old leaks are reintroducing themselves and new ones are forming.

With partial funding from a patron donation, we have replaced the halogen bulbs in the galleries, café and the area surrounding the East Northport fireplace with high-efficient and long-lasting LED bulbs.

Circulation – A system-wide hold issue affecting the ability for patrons to request items through our catalog has not been functioning properly since January 8. The problem was resolved last week but has had a significant impact on patron requests as seen by the reduction in the number of holds this month.

Generous patrons have expressed their appreciation to our staff through edible and monetary gifts. Recent monetary gifts include one received by Northport Circulation

to purchase Friend's Centennial Book Bags for the circulation staff. At East Northport a donation was made to purchase food for the staff. Library Café gift cards have been created and will be distributed to staff members working in either building.

Continuing with the implementation of circulation standards for libraries in PALS, the number of renewals for an item not on hold for another patron has been increased from three to six.

Community Services – An a cappella group entertained an audience of 65 patrons with seasonal songs. An Arabic music performance introduced one of the nation's leading performers and teachers to 85 patrons and students. The director of the Town of Huntington's Maritime Services shared his research on the Gwendoline Steers with 110 patrons.

The AARP Tax Aid will be starting soon with new volunteers and a new requirement, preregistration. Also new this year, patrons will be asked to complete an intake form prior to their appointment which will streamline the tax preparation process.

The library's Centennial birthday celebration will take place on Saturday, June 21 with the theme of an old fashion carnival. Event details are being finalized, stay tuned for more.

Network and Systems – The process of selecting new phone, voicemail and public announcement systems is well underway. The choice has been narrowed to two vendors. Both offer the same NEC phone and Viking public announcement systems available through New York State OGS contracts. The selection will be based on service evaluations from clients and a ten-year total cost of ownership since hardware components are very similar and maintenance is variable and costly.

Youth Services – The "I Matter" project and reception was a great success. Community members of all ages came to recognize the students whose photographs are displayed in the windows of the library. This unique art project helps to empower teens to be seen and heard in the community. This is just one more way the library fulfills its vital role as a Community Center.

7) PERSONNEL REPORT

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

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

PERSONNEL REPORT ADDENDUM

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

8) PERIOD FOR PUBLIC EXPRESSION

9) APPROVAL TO PRESENT PROPOSED LIBRARY BUDGET 2014/2015 TO THE COMMUNITY ON APRIL 8, 2014

Mr. Little moved to table the proposed Library Budget 2014/2015 to the Community on April 8, 2014, seconded by Mrs. McGrail and unanimously carried.

10) OTHER BUSINESS

11) DATES OF FUTURE MEETINGS

Thursday, February 20, 2014	10:00 AM	Regular Board Meeting
Tuesday, March 18, 2014	5:30 PM	Regular Board Meeting
Tuesday, March 18, 2014	7:30 PM	Public Information Night

12) ADJOURNMENT

Mrs. Hartough moved to adjourn at 4:05 PM, seconded by Mr. Little and unanimously carried.

Respectfully submitted,



Robert Little,
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
January 21, 2014

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>	
Lauren Pollock	Page/\$8.00 hr.	Adult Services - EN	01/22/14	
C. Resignations				
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>	
Anoopa Singh	Page/\$8.70 hr.	Youth Services - Npt	01/21/14	
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>	

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
January 23, 2014

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>
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C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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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>
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Request for Extension of Medical Leave
Mary Jane Ritter Page/\$11.95 hr.

Adult Services

01/24/14 – 03/03/14