

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of September 16, 2014

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, September 16, 2014.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 5:30 p.m. Also attending were Robert Little, Andrea Gladding, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE

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

III. MINUTES OF PREVIOUS MEETINGS

Mr. Little moved to approve the minutes of the July 17, 2014 Reorganization Meeting with changes, seconded by Mrs. Gladding and unanimously carried.

Mr. Little moved to approve the minutes of July 17, 2014 with changes, seconded by Mrs. Gladding and unanimously carried.

Mr. Little moved to approve the minutes of August 13, 2014 seconded by Mrs. Gladding and unanimously carried.

IV. FINANCIAL SECRETARY AND TREASURER'S REPORT

A. Approval of warrants

Mr. Little moved to approve the warrant for \$183,730.79, page 3945, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve the warrant for \$133,194.62, page 3946, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve the warrant for \$20,828.50, page 3947, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve the warrant for \$206,664.94, page 3948, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve the warrant for \$37,955.04, page 3949, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve the warrant for \$172,581.80, page 3950, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve the warrant for \$129.00, page 3951, seconded by Mrs. Gladding and unanimously carried.

PAYROLL REGISTER

August 15, 2014	Page 2112	\$183,779.21
August 29, 2014	Page 2113	\$184,599.73

V. COMMUNICATIONS

Mrs. Hartough read a letter of thanks from retiring Head of Youth Services Doris Gebel. Mrs. Hartough read a letter from Kevin Verbesey, Director of Suffolk Cooperative Library System (SCLS), regarding a meeting at Smithtown Public Library on October 28, 2014 to nominate a candidate for trustee from the Huntington/Smithtown zone to the SCLS Board of Trustees.

VI. DIRECTOR'S REPORT

Administration - The library hosted a Public Library Association webinar for staff entitled Weed 'Em and Weep: Hoarding is Not Collection Development. It stressed the importance of weeding the collections to prevent crowded shelves which are not an appealing way to display materials and encourage circulation.

The Assistant Director has completed our New York State Construction Grant Application to offset our future investment in an updated security camera system.

Administration met with our retiring Head of Youth Services to perform an exit interview. This provided valuable insight into past practices and future planning.

The library has completed our annual AED Inspection and begun our biennial CPR/AED training of the staff. Custodial and security staff are first to be trained to provide the broadest amount of coverage during our hours of service. Interested staff were also offered training.

In addition to the Assistant Director and the Branch Librarian, the Head of Community Services has also successfully taken the Suffolk County Board of Health's food service training.

Adult Services - The number and variety of computer instructional programs for patrons has expanded based on a new partnership with SeniorNet who will be presenting these programs at no cost to the library.

One of our more experienced Adult Services' librarians have been assigned as a mentor to our Librarian Trainee. This will provide career, professional development, and guidance by a designated individual allowing the Department Head to focus on other areas of responsibility.

Building and Grounds - Essential repairs have been made to the East Northport parking lot. These repairs included remedying uneven areas to eliminate trip and fall hazards. This will defer the repaving of the entire lot which will allow us to continue our dialog with the Town of Huntington regarding the maintenance of this shared parking area.

Pruning of the foundation planting is scheduled to begin at East Northport. This will enable better access to the exterior façade for painting which will help protect the EIFS (exterior insulation and finishing system).

Circulation - Packaging the series DVDs has been well received by our patrons and made much more practical in light of a new 7-day loan period for new series DVDs reducing the need for patrons to hold 3-day viewing marathons.

The Friends of the Library sponsored Long Island Aquarium tickets and tote bags have been popular. We have sold all 500 of the aquarium tickets and 211 of the 300 custom-designed tote bags.

Community Services - The Library Courtyard provides a wonderful setting for our summer performances. Three outdoor performances were planned for this summer with the first being musician Tommy Sullivan, formerly of the Brooklyn Bridge. Unfortunately the weather did not cooperate and we held the program indoors for the enjoyment of 85 patrons. Nice weather welcomed the Little Wilson Band to the courtyard entertaining 320 patrons. The third performance by La Elegancia de la Salsa inspired a few of the 155 patrons in attendance to dance along with the music.

A new format for the library newsletter was unveiled in September. This format is more easily translatable to the library's website. Patrons reading our newsletter online can now click on the code following a newsletter blurb to register for a program.

Network and Systems - Since the creation of the server room in Northport, over sixteen years ago, we have become even more reliant on our computer network. Computer servers have been upgraded and added over the years. Recently, the building security and phone equipment were relocated to this room. These changes are straining the cooling equipment and space inside the room is at a premium. We are preparing for a significant upgrade which will provide additional space and employ more effective cooling technology. The room will be enlarged by twenty-eight square feet and a data center cooling system will be installed.

An Academy of Information Technology Intern scanned original art work by Rosemary Wells as well as local history documents to preserve and provide access to these unique items.

Youth Services - The library welcomed camp participants, two school district special education classes on a weekly basis, and over 500 take-home crafts were distributed during the summer.

The Museum Cove features a 15-year retrospective highlighting the exhibits from the past. Presenters of the most popular Museum Cove programs will be returning throughout the Fall to mark this anniversary.

VII. PERSONNEL REPORT

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

Mrs. Gladding moved to approve "C Resignations" 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. Gladding and unanimously carried.

VIII. PERIOD FOR PUBLIC EXPRESSION

IX. SCLS PROPOSED RESOURCE SHARING CODE AMENDMENTS

Mr. Little moved to approve the SCLS Proposed Resource Sharing Code Amendments, seconded by Mrs. Gladding and unanimously carried.

X. OTHER BUSINESS

Director James Olney reviewed two upcoming Capital Improvement projects including the failed HVAC unit in the Northport Reading Room and the Northport Building Server Room expansion and upgrade necessary to accommodate new telephone and security equipment and address overheating issues.

Several documents were discussed and signed including the 2014 Construction Grant Assurances; a document requested by Bayside CPA, PLLC; and a letter supporting the Town of Huntington's proclamation regarding the repowering of LIPA's Northport Power Facility.

XI. DATES OF FUTURE LIBRARY BOARD MEETINGS:

Thursday, October 16, 2014, 10:00am – Regular Board Meeting

Thursday, November 20, 2014, 10:00am – Regular Board Meeting

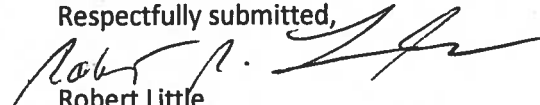
XII. MOTION TO CONVENE IN EXECUTIVE SESSION

Mr. Little moved to convene in Executive Session to discuss the contract for Clerk to the Board of Trustees, seconded by Mrs. Gladding and unanimously carried. The Board voted to return to leave the Executive Session and return to the regular Board Meeting at 7:50pm.

XIII. ADJOURNMENT

Mr. Little moved to adjourn the meeting at 7:55pm, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,



Robert Little

Secretary