

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF MARCH 24, 2015

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, March 24, 2015.

- I. Chairperson Margaret Harthoigh called the meeting to order at 5:30pm. Also attending were Robert Little, Andrea Gladding, Elizabeth McGrail, Georganne White, Assistant Director Nancy Morcerf, and Director James Olney.
- II. THE PLEDGE OF ALLEGIANCE was recited by those attending.
- III. MINUTES OF PREVIOUS MEETING
Mr. Little moved to approve the minutes of February 19, 2015 as amended, seconded by Mrs. Gladding and unanimously carried.
- IV. FINANCIAL SECRETARY & TREASURER'S REPORT
 - A. Approval of Warrants
Mrs. Gladding moved to approve warrant for \$197,412.51, page 3975, seconded by Mrs. McGrail and unanimously carried.
Mrs. McGrail moved to approve warrant for \$112,223.06, page 3976, seconded by Ms. White and unanimously carried.
Ms. White moved to approve warrant for 193,123.89, page 3977, seconded by Mr. Little and unanimously carried.
Mr. Little moved to approve warrant for \$97,956.17, page 3978, seconded by Mrs. Gladding and unanimously carried.
 - B. PAYROLL REGISTER
Mrs. Gladding moved to approve the payroll of \$189,599.29 for the period ending February 27, 2015, page 2126, seconded by Mrs. McGrail and unanimously carried.
Ms. White moved to approve the payroll of \$193,590.11 for the period ending March 13, 2015, page 2127, seconded by Mrs. McGrail and unanimously carried.
 - C. Review of monthly expenditures
 - D. New York State Annual Report
Mr. Little moved to approve the New York State Annual Report for Public and Association Libraries-2014, seconded by Mrs. Gladding and unanimously carried.
- V. COMMUNICATIONS

Mrs. Hartough read a thank you note from Mrs. Jean Wilson.

Mrs. Hartough read a correspondence from patron Mr. Ray Roel.

VI. DIRECTOR'S REPORT

Administration

The challenges caused by snow and ice this winter have left everyone yearning for spring. Our Buildings and Grounds staff did an excellent job of clearing and maintaining safe passageways to and from our buildings. The dual buildings and exterior staircases make this effort particularly difficult.

Our annual payroll audit has been completed. In addition to having every staff member sign for their paycheck in person and verify their emergency contact information, we distributed copies of the library's Code of Ethics and Whistleblower Policies.

Adult and Teen Services

The media display cart adjacent to the new non-fiction books has been attracting a lot of attention. The materials on display are circulating so frequently that it is in need of continuous replenishment.

A part-time media page has been assigned to clean all of the DVDs in the collection to help reduce the frustration from inoperable discs caused by surface grime and minor scratches.

Forty-nine gently-used paperbacks were added last month to the Read, Ride, Return collection at the train station. A new addition to this collection is the inclusion of Spanish language books.

The Long Island Memories project now contains 94 digitized historical postcards from our collection and is highlighted prominently on our webpage as [Pictures from Our Past](#).

The Teen Advisory Board participated in Project Linus, an organization that makes blankets for critically-ill children. Teen volunteers created their own unique designs using colorful, child-friendly fleece.

Instead of prize giveaway nights, this year's Summer Reading Club participants will receive a raffle ticket for every book they read. This ticket may be used to enter into drawings for themed raffle baskets. Other libraries have already used this prize model with great success.

Building and Grounds

A water pipe located in a closet adjacent to two exterior walls froze and caused a flood near the entrance to the Northport meeting room. Thankfully this happen during the hours we were open and a staff member reported the wet carpeting. The water supply has been turned off until the pipe can be repaired, preventing damage to the building.

The bridge ice-melt system is still disabled while we await the installation of a new transformer. This part should remedy the problem which would be one of the less expensive repair options.

Children and Family Services

Although natural snow has been in abundance, our program Do You Want to Build a Snowman?, utilizing non-melting glitter, was enjoyed by the children participating as well as the teens who volunteered to help.

There were over seventy adults and children who attended the children's Book Swap enabling the recycling of 788 books into the hands of new owners.

Each month an annotated bibliography of titles in our Educator's and Parent's Collections will be emailed to the School Library Media Specialists in our district.

We have contacted the local nursery schools to notify them that we will not be holding our annual Nursery School Night due to declining attendance. We thanked them for their past participation and offered them the opportunity to schedule a librarian to conduct storytimes in their classrooms. Multiple sites have already booked these visits.

Circulation

A circulation staff member was invited as a guest speaker to the library-sponsored New Mother's Group. This provided an opportunity to explain the library card application process and issue library cards to some of the newest members of our community.

Community Services

To complement Presidents' Day, we offered Sagamore Hill: Updating Roosevelt's Home with the museum's curator to 50 patrons in attendance.

The Sunday Family Special – Peter Pan, transported 70 young-at-heart patrons to Neverland.

A new non-fiction book discussion group, entitled Truth Be Told, will be begin in May. This group will be led by a local librarian who successfully holds similar discussion groups in neighboring libraries.

Network and Systems

Subsequent to filing the E-rate form 470 - Description of Services Requested and Certification, service proposals are assessed using an evaluation matrix. This comprehensive process enables the selection of telecommunication vendors with the greatest return on investment.

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 Mrs. McGrail and unanimously carried.

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

Ms. White moved to approve "E. Other" in the Personnel Report, seconded by Mr. Little and unanimously carried.

VIII. PERIOD FOR PUBLIC EXPRESSION**IX. COLLECTION DEVELOPMENT POLICY**

Mrs. Gladding moved to approve the Collection Development Policy, seconded by Mrs. McGrail and unanimously carried.

X. OTHER BUSINESS

Mr. Little suggested obtaining information on preserving the Jack Kerouac collection.

XI. DATES OF FUTURE MEETINGS

Tuesday, April 14, 2015, 9:00am-9:00pm – Library Vote

Thursday, April 23, 2015, 11am – Regular Board Meeting

Thursday, May 21, 2015, 10am – Regular Board Meeting

XII. ADJOURNMENT

Mr. Little moved to adjourn the Regular Meeting at 6:52 pm, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert Little", with a long horizontal flourish extending to the right.

Robert Little

Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
March 24, 2015

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>
Amy Guethlen	Page/\$8.75 hr.	Children & Family – EN	03/26/15
Jillian Ruder	Page/\$8.75 hr.	Children & Family – Npt	03/26/15
C. Resignations			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Ruth Hill	PT Library Clerk/Step 7	Circulation – EN	03/20/15
D. Retirement			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Doris Gebel	Librarian III/Step 20+7	Youth Services	03/27/15
E. Other			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Deceased			
Dominick Tripolone	Café Worker/\$ 11.75 hr.	Community Service	03/04/15

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Mission Statement

The Northport-East Northport Public Library, chartered by the Regents of the University of the State of New York as a free public library, exists to inform, educate, and culturally enrich the residents of all ages of the district through the selection, organization, promotion, and dissemination of the printed word and other forms of expression.

Purpose of the Policy

The Northport-East Northport Public Library Board of Trustees endorses the American Library Association's *Library Bill of Rights*, *The Freedom to Read Statement*, and *Freedom to View Statement* and its interpretations. In its adoption of the Code of Ethics of the American Library Association, the Northport-East Northport Public Library Board of Trustees and staff uphold the principles of intellectual freedom and resist all efforts to censor library resources. Materials selected under the library's collection development policy are considered protected under the First Amendment of the United States Constitution.

This policy is meant to aid the librarians in supporting the mission and roles of the library in its community; to guide the librarians in the selection of materials; and to inform the community about the principles upon which selections are based. This policy replaces all prior collection development policies.

Community Served

The Library collects and assesses materials to meet the informational, educational, and recreational needs of our community. Community needs are continually assessed through the review of population demographics, evaluation of the collection usage, observation of community interests and activities, and cognizance of other services and programs available in the community. More than three quarters of the 36,499 community residents have library cards.

Limitations of the Collection

The Northport-East Northport Public Library does not collect in-depth in any one subject area, with the exception of special collections. Interlibrary cooperative agreements enhance individual patron research pursuits by granting access to public and academic library collections throughout the United States. Format and access are considered when making material selections.

Responsibility for the Collection

Final responsibility for material selection lies with the Director of the Northport-East Northport Public Library who delegates to department heads and other staff selectors the authority to make individual selections. The library seeks to meet the needs of the community by maintaining a representative and well-rounded selection of materials on all subjects including those that may be considered controversial. It is the responsibility of individual library users to choose materials

which suit individual needs and tastes. Users are free to restrict for themselves materials of which they do not approve, but they may not restrict the freedom of others to read and view what they desire. Selection of materials for adults will not be inhibited by the possibility that such materials may be accessible to children

Basic Selection Principles

An item need not meet all criteria to be selected. A policy cannot replace the judgment of a skilled librarian. Each librarian seeks to provide a balanced collection and selects based on critical review sources; the understanding of user needs; knowledge of authors, publishers; and authority, accessibility and accuracy of presentation. Preference will be given to favorable reviews in reputable sources.

The following points are also considered when selecting materials.

- Appropriateness to Library's mission and service roles
- Relationship to existing collection
- Availability for purchase and availability elsewhere
- Requests by patrons and staff
- Suitability of format for user's need and subject
- Relevance to current and anticipated community needs
- Local significance of the author or topic
- Cost
- Historical significance
- Potential user appeal

Patron requests for particular materials are welcome; however, the library reserves the right to purchase or reject such requests based on selection principles outlined above.

Gifts and Donations

The Library may accept gifts of materials and monetary donations to purchase materials. Gifts may be given in memory of a loved one or to commemorate a special event. Donated items will be reviewed for their overall contributions to the Library's mission and relevance to the collection. Processing costs, condition, and collection development principles are factored before a gift item is added to the collection. Reproductions or photocopies of copyrighted works will not be accepted unless evidence of compliance with the copyright law (Title 17, U.S. Code) is given.

All gifts are the property of the Northport-East Northport Public Library and will be treated on an equal basis with purchased materials concerning the inclusion, display, housing, circulation, and disposition of the material. The library reserves the right to refuse any donation of materials. In general, collections of materials will not be accepted with restrictions or stipulations for special housing. Current guidelines for acceptance and processing of donations may be found on the Library's website.

Withdrawals

Items withdrawn due to loss or damage are not necessarily replaced. Popular or classic titles in condition too poor for circulation will be replaced whenever possible. The library strives to maintain an up-to-date, vital, inviting collection. Librarians systematically withdraw damaged materials, items which have low circulation, outdated materials, and those which no longer meet the selection criteria. The library does not withdraw an item simply because a patron wishes to purchase that item. Items are withdrawn according to discarding guidelines.

Cooperative Collection Development/Resource Sharing/Relationships with other Agencies

The library recognizes the value of belonging to regional library systems including Suffolk Cooperative Library System and the Long Island Library Resources Council for cooperative collection development opportunities and interlibrary access to collections.

Policy and process for collection challenges

Patrons may request reconsideration of library materials by completing the form designated by the Board of Trustees. Forms are available at the Adult, Teen, and Children's reference desks.

The Future

Formats continue to change. Core selection principles will apply to all new formats. The library seeks to maintain a balanced collection of materials that will be accessible and useful to the majority of the community. Old formats may be retained to support the interests of patrons with older technologies.

Policy Review

The Collection Development Policy will be reviewed annually at one of the collection development meetings as determined by the Branch Librarian.