

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING SEPTEMBER 15, 2016

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, September 15, 2016.

I. CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:15am. Also present were Jacqueline Elsas, Georganne White, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney. Andrea Gladding was absent with prior notice.

II. THE PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTTION OF THE AGENDA

Mrs. Elsas moved to approve the agenda, seconded by Ms. White and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Ms. White move to approve the minutes of July 21, 2016 regular meeting, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve the minutes of July 21, 2016 reorganization meeting, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve the minutes of the August 18, 2016, financial only meeting, seconded by Ms. White and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Ms. White moved to approve warrant for \$258,658.36, page 4048, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$89,919.71, page 4049, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$177,207.33, page 4050, seconded by Ms. White and unanimously carried.

B. PAYROLL REGISTER

Ms. White moved to approve payroll of \$182,974.61, page 2165, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$180,602.30, page 2166, seconded by Mrs. Elsas and unanimously carried.

C. Review of monthly expenditures

D. Review of statistical summary

VII. COMMUNICATIONS

Mrs. McGrail read a letter from a patron concerning payment of a damaged book.

VII. DIRECTORS REPORT

Administration

Two fire alarms at the Northport building allowed us to refine our evacuation skills. Both evacuations were successfully executed and thankfully not initiated by actual fires.

This year's Department Head luncheon topic was based on a research study by Google on building the perfect team. Team work results in faster innovation, the ability to identify mistakes more quickly, and find better solutions to problems. The best teams were found to give everyone an opportunity to talk, listen to one another and show sensitivity to feelings and needs.

We have seen an increase in the number of college students requesting our proctoring services. More students are taking courses online and need proctors for midterm and final exams. Our branch librarian oversees the details required to receive the materials, schedule the student, and return the completed exam to the professor.

Three study cubicles have been installed on the East Northport mezzanine. We are still awaiting a few items to complete the project. Replacements have been ordered for parts damaged during installation, electrical work is needed to energize the cubicles, and new task chairs have been ordered.

Water from 25 water outlets in both library buildings was tested by an independent laboratory using first draw sampling, meaning that the outlet was not previously flushed because the water is collected immediately upon turning on the fixture. This testing included sinks, water fountains, pot fillers, custodial sinks, etc. Results reported safe conditions with no outlet exceeding allowable limits.

This summer the library courtyard was the place to be. There were four family-oriented concerts with a combined attendance in excess of 600 patrons, a teen concert with an audience of 150

patrons, and a movie filled with wild animals entertaining a lawn covered with more than 100 patrons of all ages.

Buildings and Grounds

The buildings passed the annual fire and safety inspections without a single recommendation. This was also the first year that our Carbon Monoxide detecting systems were inspected meeting newly- established code requirements.

One-hundred-twenty-eight upholstered chairs were added to the annual carpet steam cleaning list.

Network & Systems

New computers were deployed at the Northport and East Northport Circulation Desks. Due to compatibility issues with Windows 10 the new computers were released with Windows 7 and the latest version of Office. The old computers had been upgraded in the past with solid-state hard drives to improve their performance so these drives are being salvaged and repurposed.

Damage to the public payphone in East Northport rendered it unsafe to use. The locking mechanism securing the housing to the wall was unreliable. Our resourceful staff from the Network and Systems Services Department utilized a chenille stem (pipe cleaner) to secure the inner latch and extended the useful life of this historic piece of technology.

Circulation

Additional borrowing bags have been added to the collection as a result of their overwhelming popularity this summer. This increase in demand was anticipated as all the supplies needed to expand this service were onsite.

Community Services

Music and travel were popular this summer with 45 patrons attending Northport Arts Coalition's (NAC's) World Beat Music Party and 40 patrons attending the NAC's Tribute to Ranny Reeve. The urge to travel was met with 47 patrons joining the Friend's Train Trip into New York City and 47 patrons exploring the Thimble Islands in Connecticut.

The Head of Community Services and Branch Librarian attended the Food Manager's Classroom Training offered by the Suffolk County Department of Health to provide additional certified personnel.

Adult and Teen Services

The Adult Summer Reading Club registered 103 patrons who read a total of 317 books.

The library booth at two Family Harbor Fun Nights included a special feature, a magician.

A successful blood drive held at the East Northport building provided 60 pints just after the American Red Cross announced its blood supply had dropped to emergency levels.

The Asharoken Garden Collection of books are being reviewed before being incorporated into the library's gardening collection. This will provide a more robust collection in a centralized location while still maintaining the club's recognition through unique spine labels.

Children and Family Services

During the summer months, the Children and Family Services Department offered 93 programs in which 5,063 patrons participated. The Summer Reading Club had 1,163 participants who read a total of 4,713 hours. The Fifth Avenue Elementary School earned the Summer Reading Club participation plaque this year with 50.4% of their student body joining the club.

The Head of Children and Family Services and our librarian, who is also a certified special education teacher, met with the current and past presidents of the Special Education Parent Teacher Association to discuss our inclusion objectives.

IX. PERSONNEL REPORT

Mrs. Elsas moved to approve "B. New Employee" in the personnel report, seconded by Ms. White and unanimously carried.

Ms. White 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. Elsas and unanimously carried.

Mrs. Elsas moved to approve "B. New Employees" in the personnel report addendum, seconded by Ms. White and unanimously carried.

Ms. White moved to approve "E. Other" in the personnel report addendum, seconded by Mrs. Hartough and unanimously carried.

X. REVISION OF COLLECTION DEVELOPMENT POLICY

Mrs. Hartough moved to approve Revision of Collection Development Policy, seconded by Mrs. Elsas and unanimously carried.

XI. OTHER BUSINESS

Mrs. McGrail read and signed a form from our accountants titled Inquires of Those Charged with Governance of the Governing Body.

XII. DATES OF FUTURE MEETING

Thursday, October 20, 2016 - Regular Board Meeting

Thursday November 17, 2016 - Regular Board Meeting

XIII. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS STAFF CONTRACT

Mrs. Elsas moved to convene in Executive Session, seconded by Ms. White and unanimously carried. Mrs. Elsas moved to come out of Executive Session, seconded by Ms. White and unanimously carried at 12:58pm.

VX. ADJOURNMENT

Mrs. Elsas moved to adjourn the Regular Meeting at 12:59, seconded by Ms. White and unanimously carried.

Respectfully submitted,



Margaret Hartough
Secretary



Northport-East Northport Public Library

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185 Larkfield Road • East Northport, NY 11731 • 631-261-2313
www.nenpl.org

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, September 15, 2016, 10:00 AM** in the Board Conference Room.

A G E N D A

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meetings - (Motions required)
- VI. Financial Secretary & Treasurer's Report
 - A. Approval of warrants (Motion required)
 - B. Acceptance of payroll registers (Motion required)
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Revision of Collection Development Policy (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, October 20, 2016, 10:00 AM – Regular Board Meeting
Thursday, November 17, 2016, 10:00 AM – Regular Board Meeting
- XIII. Motion to convene in Executive Session to discuss staff contract.
- XIV. Adjournment

**LIBRARY BOARD MEETING
SEPTEMBER 15, 2016**

ACCOUNTS PAYABLE

4048 8/24/16	\$ 258,658.36	Two Hundred Fifty Eight Thousand, Six Hundred Fifty Eight Dollars, & Thirty Six Cents
4049 9/15/16	\$ 89,919.71	Eighty Nine Thousand, Nine Hundred Nineteen Dollars, & Seventy One Cents
4050 9/7/16	\$ 177,207.33	One Hundred Seventy Seven Thousand, Two Hundred Seven Dollars, & Thirty Three Cents

PAYROLL REGISTER

2165 8/26/16	\$ 182,974.61	One Hundred Eighty Two Thousand, Nine Hundred Seventy Four Dollars, & Sixty One Cents
2166 9/9/16	\$ 180,602.30	One Hundred Eighty Thousand, Six Hundred Two Dollars, & Thirty Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
September 15, 2016

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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Sarah Glassner	Page/\$ 9.00 hr.	Circulation – NPT	09/18/16
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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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Andrew Roniger	Page/\$ 9.20 hr.	Circulation – EN	08/23/16
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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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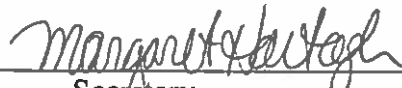
E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Request for Leave of Absence			
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Kathleen Kelly	Café Worker/\$ 9.75 hr.	Community Services	10/02/16 – 10/14/16
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Report approved by Board of Trustees



 Secretary

**PERSONNEL REPORT
ADDENDUM**
Approval of the Following Personnel Matters
September 15, 2016

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>
Jisu Choi	Page/\$ 9.00 hr.	Circulation – EN	09/19/16
Emily Faltings	Page/\$ 9.00 hr.	Circulation – EN	09/19/16

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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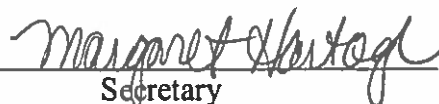
D. Retirement

<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>
Request for Leave of Absence			
Joyce Bernat	Café Worker/\$ 15.00 hr.	Community Services	10/21/16 – 11/06/16

Report approved by Board of Trustees


Secretary