

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING FEBRUARY 16, 2017

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, February 16, 2017.

I. CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:13am. Also present were Jacqueline Elsas, Georganne White, Andrea Gladding, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION 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 moved to approve the minutes of January 19, 2017, as amended, seconded by Mrs. Gladding and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Gladding moved to approve warrant for \$28,345.40, page 4067, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$284,788.99, page 4068, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$184,385.35, page 4069, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$160,724.28, page 4070, seconded by Mrs. Gladding and unanimously carried.

B. Payroll Register

Mrs. Gladding moved to approve payroll of \$186,803.31, page 2179, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of 187,170.23, page 2180, seconded by Mrs. Elsas and unanimously carried.

C. Review of monthly expenditures

D. Review of statistical summary

VII. COMMUNICATIONS

Mr. Olney read a letter from SCLS thanking patron for donation.

VIII. DIRECTOR'S REPORT

Administration

The practice of expiring library cards after two years can make it difficult for patrons to access library subscriptions online, particularly if it is difficult for them to get into the building to renew their card. After reviewing both the advantages and disadvantages of frequent renewals, it was decided that the benefit to patrons of increasing the expiration period to five-years outweighs any detriments.

Changes have begun that will help enhance the attractiveness of the gallery in East Northport. The first step was to relocate the paperback racks back into the Children's Room. This has already made the space feel less cluttered. In continued support of this objective, dated and underutilized display cases will be removed and additional picture rails and lighting will be installed. Thematic lighting controls will be incorporated into the LED lighting upgrade, soft seating will be added, and a fresh coat of paint will help to complete the picture.

The duct cleaning project has commenced at the Northport building. This project will be much less intrusive to daily activities since the design of the building will enable the work to be performed after the library is closed.

Buildings and Grounds

Constant communication has improved the level of cleaning that is being provided by the contracted service provider. There are still areas that need to be addressed to ensure continuous maintenance of our facility.

The restroom faucets on the main floor of the Northport building have been replaced resulting in increased flow and improved temperature control.

The relocation of the contents of the storage facility has been completed and the lease on the rental space has concluded.

Network & Systems

The AARP Tax-Aide season begins once again. This year the volunteers provided their own equipment which required configuration and software updates to ensure everything ran smoothly.

Circulation

Our bilingual librarian revised our Spanish translations of the library's informational bookmarks on library services, text messaging and receiving library notices in Spanish. This timely update enables these bookmarks to be distributed with the fourteen new library cards issued to ESL students at the Northport High School.

Community Services

The *Northport Arts Coalition* presented *The Feinberg Brothers*, an authentic bluegrass band from Long Island, who entertained 83 patrons with their soulful harmonies and masterful fiddle, mandolin, and guitar playing.

The Long Island reSound Handbell Ensemble from Babylon Village helped 68 patrons ring in the New Year by performing a program of popular songs. The group demonstrated on an expansive scale the resonance of what handbells can do.

The Friends of the Library have decided to raise the price of the train trip to \$12 to address price increases of Long Island Rail Road tickets.

The bus is already full for the library's trip to the Bartow-Pell Mansion in May. We were able to secure their largest bus and accommodated most of the wait list from the first day of registration.

Adult and Teen Services

There was a record number in attendance, 87 patrons, for a Friday Film showing of *Florence Foster Jenkins*.

I 'heart' the library campaign combined heart-shaped post-its to write messages on the wall, table signs, banners inside and outside the buildings, newsletter and website headers, and sticky hearts everywhere, even on the library van.

The month-long pop-up table at the First National Bank of Long Island's 25A branch was very popular and has since been relocated to their Main Street branch for a second month.

Children and Family Services

Rita Mead, a former staff member, returned as an author of her first picture book *Edward Gets Messy*. Rita's presentation to 83 patrons included her path to publication, a lively reading, and a messy art project. Ms. Mead attributed much of her success to what she learned at our library and the encouragement she received from fellow employees.

The Newbery Club annual Mock Newbery Election selected one of this year's Newbery Medal Honor Books as their winner. *Wolf Hollow* by Lauren Wolk was not only their choice but they also got to meet Lauren at one of their Newbery Club meetings. This is the second year in a row that our Newbery Club guest lecturer medaled.

The *Books a Poppin'* drop in storytime, which we offer at the same time in both buildings on Friday mornings, are still crowd pleasers. Our record one-day attendance this month was 90 children and adults, 47 at East Northport and 43 at Northport.

There are 152 children registered for our ongoing reading program *1000 Books before Kindergarten*.

Some eager readers are well on their way to 1000 books having already passed the halfway point.

IX. PERSONNEL REPORT

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

X. PROPOSAL FOR LANDSCAPE MAINTANCE PROGAM MARCH 2017-DECEMBER 2018

Ms. White moved to accept proposal submitted by Brothers II for Northport-East Northport Buildings, seconded by Mrs. Gladding and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney, Mrs. Morcerf and Board Members met with resident who is interested in Trustee responsibilities.

Mrs. Gladding submitted her resignation from the Library Board of Trustees and shared her pleasure in serving on the board for more than ten years.

Mrs. Elsas moved to appoint Judith Bensimon Library Board Trustee February 16, 2017 through June 30, 2017 to fill the seat vacated by Andrea Gladding, seconded by Ms. White and unanimously carried.

XII. DATES OF FUTURE MEETING

Tuesday, March 21, 2017, 5:30pm - Regular Meeting

Tuesday, March 21, 2017, 7:30pm - Public Information Meeting

Tuesday April 4, 2017, 9:00am-9:00pm - Library Vote & Election of Trustee

Thursday April 20, 2017 10:00am - Regular Meeting

XIII. ADJOURNMENT

Mrs. Hartough moved to adjourn the regular meeting at 12:17pm, seconded by Mrs. Elsas and unanimously carried.

Respectfully submitted,



Margaret Hartough

Secretary



Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930
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, February 16, 2017, at 10:00 AM** in the Board Conference Room.

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meeting (Motion 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. Proposals for Landscape Maintenance Program March 2017 – December 2018 (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Tuesday, March 21, 2017, 5:30 PM – Regular Meeting
Tuesday, March 21, 2017, 7:30 PM – Public Information Meeting
Tuesday, April 4, 2017, 9:00 AM - 9:00 PM – Library Vote & Election of Trustee
Tuesday, April 20, 2017 10:00 AM – Regular Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING
FEBRUARY 16, 2017**

ACCOUNTS PAYABLE

4067 1/20/17	\$ 28,345.40	Twenty Eight Thousand, Three Hundred Forty Five Dollars, & Forty Cents
4068 1/25/17	\$ 284,788.99	Two Hundred Eighty Four Thousand, Seven Hundred Eighty Eight Dollars, & Ninety Nine Cents
4069 2/8/17	\$ 184,385.35	One Hundred Eighty Four Thousand, Three Hundred Eighty Five Dollars, & Thirty Five Cents
4070 2/16/17	\$ 160,724.28	One Hundred Sixty Thousand, Seven Hundred Twenty Four Dollars, & Twenty Eight Cents

PAYROLL REGISTER

2179 1/27/17	\$ 186,803.31	One Hundred Eighty Six Thousand, Eight Hundred Three Dollars, & Thirty One Cents
2180 2/10/17	\$ 187,170.23	One Hundred Eighty Seven Thousand, One Hundred Seventy Dollars, & Twenty Three Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
February 16, 2017

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>
C. Resignations	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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>
	Request for Leave of Absence			
	Kennedy Moeller	Page/\$10.00 hr.	Youth & Family Svcs.	02/14/17 – 02/26/17

Report approved by Board of Trustees



 Secretary

X. Proposals for Landscape Maintenance Program March 2017 – December 2018

MEMO

To: Board of Trustees
From: James Olney 
Date: February 9, 2017
Subject: Proposals for Landscape Maintenance Program March 2017 – December 2018

Three companies returned separate proposals for landscaping maintenance for the Northport Library building and the East Northport Library building for the period of March 1, 2017 through December 31, 2018.

The compilation of these figures is as follows:

	<u>Brothers II</u>	<u>Castle Landscapes</u>	<u>Innovative Design and Maintenance</u>
Northport Landscape Maintenance (monthly)	\$ 450	\$ 1,083	\$ 500
East Northport Landscape Maintenance (monthly)	\$ 200	\$ 453	\$ 200

Discussion and recommendation will be held at the Regular Board Meeting.