

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
Meeting of April 20, 2011

Approved

The regular monthly meeting of the Northport-East Northport Public Library was held on Wednesday, April 20, 2011 at 10:00 AM in the Board Conference Room of the Northport Library.

**1) CALL TO ORDER**

Robert Little called the meeting to order at 10:00 AM Also attending were Ruth McKay, Elizabeth McGrail, Director Eileen Minogue and Assistant Director James Olney.

Patricia Flynn and Andrea Gladding were absent with prior notice.

**2) MINUTES OF PREVIOUS MEETING**

Mrs. McKay moved to approve the minutes as amended, seconded by Mrs. McGrail and carried.

**3) FINANCIAL SECRETARY & TREASURER'S REPORT**

**A. Approval of warrants**

Mrs. McKay moved to approve warrant for \$268,789.33, page 3796, seconded by Mrs. McGrail and carried.

Mrs. McGrail moved to approve warrant for \$88,153.94, page 3797, seconded by Mrs. McKay and carried.

Mrs. McKay moved to approve warrant for \$208,034.43, page 3798, seconded by Mrs. McGrail and carried.

Mrs. McGrail moved to approve warrant for \$5,921.86, page 3799, seconded by Mrs. McKay and carried.

Mrs. McKay moved to approve warrant for \$265,726.83, page 3800, seconded by Mrs. McGrail and carried.

The Board accepted the payrolls for period ending:

March 18, 2011	Page 2021	\$ 190,781.40
April 1, 2011	Page 2022	190,145.44
April 15, 2011	Page 2023	188,816.27

**B.. Review of monthly expenditures**

**C. Review of statistical summary**

**D. Payroll Audit.**

**4) ACCEPTANCE OF RESULTS OF LIBRARY BUDGET VOTE AND ELECTION OF TRUSTEE**

Mrs. McKay moved to accept the results of the Library Budget Vote and Election of Trustee, seconded by Mrs. Mc Grail and carried.

I, CLAIRE J. SARSER, Clerk of the Meeting for the Special District Meeting of Northport-East Northport Union Free School District held on April 5, 2011, do hereby CERTIFY the following returns on the voting on the proposed Library Budget 2011/2012 and to elect one Library Trustee for a term of five years.

**NOTE; VOTE WAS TAKEN BY VOTING MACHINE**

**PROPOSITION NO. 1:**

**PROPOSED LIBRARY BUDGET  
\$9,320,300**

**LIBRARY TRUSTEE**

Margaret Hartough - 466  
Robert Runyan - 179

**YES            NO  
598                121**

Other – Write In - 0

**TOTAL VOTES CAST BUDGET - 719  
TOTAL VOTES CAST TRUSTEE - 645**

**Claire J. Sarser, Clerk of the Special District Meeting**

**5) PERSONNEL REPORT**

Mrs. McGrail moved to approve “C Resignations” in the Personnel Report, seconded by Mrs. McKay and carried. One page attached

**6) COMMUNICATIONS**

The Northport Powdered Wigs organization thanked the library for their “wonderful support.”

**7) DIRECTOR’S REPORT**

The Director’s Report was given orally. In addition to the packet mailed in advance the report contained the following library service area highlights:

**Accounting - The payroll audit for 2011 was completed and provided the opportunity for updating and duplication of Emergency Contact Cards for the East Northport building.**

**Administrative Assistant - The competent and experienced Clerk of the Vote provided an effective vote day which initiated an opinion poll with a response rate of more than 27%.**

**Director's Report (continued)**

**Adult Services** - The Client Services and Health Services Librarians participated in the Northport High School Annual Family Health and Fitness Day on Saturday April 9. 97 of the 200 attendees visited the library's booth to obtain relevant information.

**Buildings & Grounds** – A trip to the closing Commack Borders store yielded deeply discounted soft seating, display units and storage shelving.

The Northport Community Room stage evidenced deterioration from heavy use necessitating immediate repair of the edge, apron and planking.

**Circulation EN** – The Department Head represented our library county-wide in ranking enhancements to our Millennium Automation System for our future upgrades.

**Community Services** – A part-time circulation clerk, pursuing her degree as a registered dietician, conducted an analysis of our café offerings. Her recommendations were to expand healthy choice items including gluten-free products to meet more of our patrons needs. Our initiative has started with apples with an accompanying educational article.

**Computer Services** – The Webmaster initiated a new website section “Value of the Library”, to coincide with the budget vote. This section links to the LIA Economic Study, an online value calculator, and other studies which support community investment in public libraries.

**East Northport** – Outreach is being provided to patrons learning English through the creation of a resource guide, flyers and a visit was made to the new United States Citizenship and Immigration Services Center in Holtsville.

The Branch Librarian will be hosting the Friends Reorganizational Meeting on May 25, 2011 at which time nominations will be accepted for the Executive Committee for elections to be held June 22, 2011.

**Local History** – Posters with historic East Northport scenes and the vintage metal pickle factory sign were hung in the storefront windows.

**Network & Systems** – Relationships established with LIFE by our library, introduced increased competition which resulted in reduced rates for all libraries in Suffolk County. A coordinated contract is now being proposed to consolidate billing and outsource e-rate filing. To take advantage of this offer a required updated technology plan has been developed.

**Youth Services** – The library-sponsored team “Odyssey of the Mind” won fourth place in the State-wide competition in Binghamton. A re-enactment for our community will be held at the library.

Librarians participated in the Bellerose Family Literacy Night with display material and outreach to parents, as well as Multicultural Night at Northport High School.

**Director's Report (continued)**

Administration – Artist Lillian Dodson and widow of Stanley Twardowicz visited administration on Vote Day. She shared the surprise news of her intention to relocate and donate part of their art collection to the library for permanent display.

Architect Todd Harvey met to address the change of use of the East Northport storage room, the condition of the EFIS building exterior of East Northport, and the Northport Library rear sidewalk access and façade.

**8) PERIOD OF PUBLIC PARTICIPATION**

**9) PROPOSED TECHNOLOGY PLAN**

Mrs. McKay moved to accept the proposed Technology Plan, seconded by Mrs. McGrail and carried. Two pages attached

**10) UNFINISHED BUSINESS**

LIPA Property Tax Lawsuit

Recent news articles and status of Port Jefferson tax certiorari were discussed.

**11) OTHER BUSINESS**

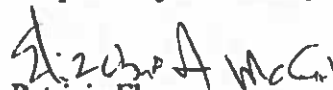
**12) DATE OF NEXT LIBRARY BOARD MEETINGS:**

Wednesday, May 18, 2011	10:00 AM	Regular Board Meeting
Wednesday, June 15, 2011	11:00 AM	Regular Board Meeting

**13) ADJOURNMENT**

Mrs. McKay moved to adjourn at 11:37 AM, seconded by Mrs. McGrail and carried.

Respectfully submitted,

  
Patricia Flynn  
Secretary



**PERSONNEL REPORT**  
**Approval of the Following Personnel Matters**  
**April 20, 2011**

**A. Salary Increase**  
**Name                      Position & Grade/Step                      Department                      Effective Date**

**B. New Employees**  
**Name                      Position & Grade/Step                      Department                      Effective Date**

**C. Resignations**  
**Name                      Position & Grade/Step                      Department                      Effective Date**  
Zachary Tarlow                      Page/\$7.25 hour                      Computer Services                      04/01/11  
Eileen Heinzman                      Page/\$7.90 hour                      Adult Services                      05/06/11

**D. Retirement**  
**Name                      Position & Grade/Step                      Department                      Effective Date**

**E. Other**  
**Name                      Position & Grade/Step                      Department                      Effective Date**

## Northport-East Northport Public Library Technology Plan

**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."

**Technology:** In furtherance of that mission, the library will avail itself of all forms of information and entertainment resources, including print, non-print and electronic to better serve the public. This plan addresses specifically the technology and electronic element in the furtherance of our mission.

**Assessment of Current Technology Services:** The library currently has available 65 Internet ready computers and 5 printers for public use. These computers also offer access to word processing, desktop publishing, spreadsheets and database management. The library has 2 laptop computers that can be used with a large screen projector for use in technology classes and demonstrations. The library also has 16 computers designated for the use by children and 15 computers designated for the use by teens for educational games and 19 computers used by patrons to search the library's catalog and holdings.

### Public Service Technology Goals

**Reference Resources:** To make electronic reference tools available when it is the best and most cost effective way to do so.

**Telecommunications:** To provide the community with the telecommunications framework necessary to identify and obtain information electronically from both the home and library for research and enlightenment through participation in a regional network.

**Resource Sharing:** To collaborate with the Suffolk Cooperative Library System and the other public libraries in Suffolk County to offer access to technologies and a streamlined sharing of holdings and resources.

**Internet:** To offer patron access to the Internet, from both home and the library, and to assist users with finding, using and evaluating information online.

**Computer and Technology Literacy:** To support the community's technology literacy through classes and the assistance of a trained staff.

**Public Computer Availability:** To make computer hardware and software available to the public at the library.

**ADA Access:** To ensure that the same level of electronic access to information is available to people with disabilities through the provision of assistive technologies and a staff skilled in its use.

**Staff Training:** To insure that the Library staff is well trained and experienced in using and assisting users with the technology available. This will be accomplished through classes, workshops, training, access to computers and other technologies and an institutional philosophy that encourages independent exploration and skill development.

### **Infrastructure Objectives**

**Bandwidth:** To maintain and expand as necessary the appropriate bandwidth required to satisfy access to online resources and other shared networks.

**Technology:** To maintain an inventory of all Northport-East Northport Public Library technology to be used in evaluating the currency and scope of the library's technological holdings. The library is committed to having the technology necessary to offer the public access to the services and information that it needs.

**Telecommunications:** To continually evaluate telecommunications hardware for its currency and scope. The library is committed to having the telecommunications capacity necessary to offer the public access to the services and information that it needs.

**Training:** To develop and implement a technology education program for staff and patrons at the library.

**Evaluation:** To monitor the library's technological accomplishments and to do a periodic written evaluation of the library's technological status.

**Electronic Doorway Library Program Compliance:** The Northport-East Northport Public Library fully supports the goals and objectives of the New York State Division of Library Development's Electronic Doorway Program. The Northport-East Northport Public Library will adhere to the principles of the Electronic Doorway Library and, in collaboration with the Suffolk Cooperative Library System, endeavor to provide the best possible access, content, and training for library staff and library users.

**Compliance with CIPA and Other Legislative Initiatives:** The Northport-East Northport Public Library respects the goals and objectives of Children's Internet Protection Act and other legislative initiatives and will work to ensure that the library complies fully with all of its legal requirements.

**Budget Information Statement:** The Northport-East Northport Public Library currently budgets approximately \$468,400 per year in support of library technologies. This includes approximately \$135,600 for personnel, \$37,000 for software, \$147,600 for automation and hardware, \$61,700 for telecommunications and networks and \$86,500 for consortium fees.

**Adopted:** April 20, 2011