

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of September 15, 2011

Approved

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, September 15, 2011 in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Mr. Little called the meeting to order at 10:05 AM. Also attending were Andrea Gladding, Elizabeth McGrail, Patricia Flynn, Margaret Hartough, Director Eileen Minogue and Assistant Director James Olney.

2) MINUTES OF PREVIOUS MEETINGS

Mrs. Gladding moved to approve the minutes of July 21, 2011 as amended, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve the minutes of the July 21, 2011 Reorganizational Meeting as amended, seconded by Mrs. Hartough and unanimously carried.

Mrs. Gladding moved to approve the September 2, 2011 Special Meeting minutes, seconded by Mrs. McGrail and unanimously carried. One page attached

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Gladding moved to approve warrant for \$ 314,854.86, page 3811, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 219,209.59, page 3812, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 292,062.67, page 3813, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 64,037.02, page 3814, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 41,648.87, page 3815, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 8,654.59, page 3816, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 204,345.73, page 3817, seconded by Mrs. Gladding and unanimously carried.

The Board accepted the payrolls for period ending:

July 22, 2011	Page 2030	\$ 202,733.79
August 05, 2011	Page 2031	199,308.23
August 19, 2011	Page 2032	195,960.88
August 26, 2011	Page 2033	7,915.91
September, 02, 2011	Page 2034	197,152.44

B. Review of monthly expenditures

C. Review of statistical summary

#### 4) COMMUNICATIONS

An email was received from Douglas McNally, library counsel, relating to a library patron.

A letter was received from New York State Senator John Flanagan thanking the Director for hosting the Emergency Preparedness seminar that his office recently sponsored.

#### 5) 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 preparation of supporting documentation for the second site visit by our library accountant went smoothly toward our audit presentation in October.

**Administrative Assistant** - A 20% cost savings will be realized from the application for a non-profit gas card for our library van.

**Adult Services** - A repeat of a career program of just two months ago, Stony Brook and NYS Civil Service, drew another forty patrons.

The Veterans Affairs Topic Guide was featured on the Live-brary.com with the July usage the highest in 2011.

The library's digital presence continues to grow as librarians tweet and post on Facebook about programs and how to reserve DVD's new to the collection.

The annual EBSCO magazine subscription renewal was undertaken with the goal of eliminating any magazines that were not being used.

**Buildings & Grounds** - Our custodial team replaced the sagging and potentially hazardous Northport Community Room ceiling along with removal of insulation that was deemed unnecessary and causing the problem.

The south facade of the East Northport library has been restored and painted which also fixed our water leaks around the windows.

**Circulation** - After just concluding in mid-August the busy traffic from the Summer Reading Club more than 6,000 patrons visited and checked out more than 6,700 items the two days prior and the day after the hurricane with many expressions of appreciation continuing even two weeks later.

Additionally, Direct Access patrons from Elwood, Smithtown and Commack are utilizing our library with more than 600 items checked out.

**Community Services** - The new Military Coupon Book has been well received by 78 patrons to date and the Silver Star Coupon Booklet distributed to 186 patrons.

**Computer Services** - Our computer librarians provided support in both buildings from the opening bell on Monday morning post hurricane Irene empowering our patrons to "get connected" quickly, with 100 patrons in Northport alone in the Reading Room, the Courtyard and even setup in the Community Room as their "temporary office". Standing room only was the order of the day in East Northport as well.

**East Northport** - The summer Family Fun Nights, Farmers Market and East Northport Festival outreach have been very successful in drawing hundreds of visitors to our library booth. The popular offerings included travel resources, crafts, mug and mini-book sale, souvenir "destination" decals and many patron questions being answered.

**Network & Systems** - The staff welcomed and introduced new patrons to the library's services by providing Hurricane Relief with the provided statistics of note; staff went shopping to purchase additional power strips.

**PALS/Tech Services** - Catalog records with online links have been created for the digital resources that have replaced our printed reference volumes.

**Youth Services** - The high participation of both children and teens in our Summer Reading Clubs culminated in more than 800 patrons celebrating their completion of the club at 4 special shows.

The 3D puzzles of famous world buildings were displayed throughout the children's room and raffled to the lucky winners selected from 1,117 entrants.

**Administration** - Two webinars were attended on "Construction Grants" and "New York State 2% tax cap".

Our Construction Grant Application was completed and submitted to SCLS.

An AOF student intern evaluated our café profit margins on café merchandise and sales. Cost savings will be realized as the library elected to take advantage of a county coordinated purchasing agreement with the supply company W.B. Mason.

The two donated paintings by Stanley Twardowicz were picked up from Wilkes Gallery after we had worked closely with his wife Lillian Dodson and had them framed according to her guidelines; they will be installed next week.

6) PERSONNEL REPORT

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

Mrs. McGrail 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. Flynn and unanimously carried. One page attached

7) PERIOD FOR PUBLIC EXPRESSION

8) NEW YORK STATE 2% PROPERTY TAX CAP

The Board discussed their concern about how the New York State 2% Property Tax Cap would affect the Northport-East Northport Libraries.

9) UNFINISHED BUSINESS – MTA TAX

The Board expressed continued concern about the MTA payroll tax that charges all employers one-third of a percent of payroll expenses and how much it will affect the Northport-East Northport library.

10) OTHER

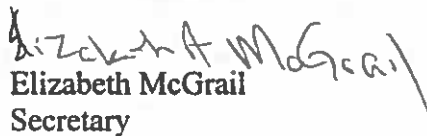
11) DATES OF FUTURE MEETINGS

Thursday, October 20, 2011	10:00 AM	Regular Board Meeting
Thursday, November 17, 2011	10:00 AM	Regular Board Meeting

12) ADJOURNMENT

Mrs. Gladding moved to adjourn at 12:10, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,

  
Elizabeth McGrail  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
September 15, 2011

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Jenna Lopizzo	Page/\$7.25 hr.	Circulation – Npt	09/16/11
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**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Alexandra Bove	Page/\$7.25 hr.	Circulation – Npt	08/05/11*
*resigned before effective date of employment			
Meagan Hartough	Page/\$8.05 hr.	Reference – EN	08/09/11
Ruby Lindberg	Page/\$8.05 hr.	PALS/Tech Services	08/25/11
Andrew Pearlman	Page/\$9.30 hr.	Reference – EN	08/29/11
Michael Cavallaro	Page/\$9.55 hr.	Computer Services	09/07/11
Sharon Thomas	Page/\$7.55 hr.	Computer Services	09/10/11

**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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<b>Promotion</b>			
Dove Thomas	PT Librarian I/Step 1 (Completion of MLS)	Adult Services	07/25/11
Stacie Kuprianchik	Permanent PT Library Clerk/Step 3	Circulation – NPT	09/26/11