

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of April 19, 2012 Approved

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held on April 19, 2012 in the Northport Conference room.

1) CALL TO ORDER

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

2) PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by those attending the meeting.

3) MINUTES OF PREVIOUS MEETING

Mrs. Gladding moved to approve the minutes of March 13, 2012 as presented, seconded by Mrs. McGrail and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 275,376.33, page 3838, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 254,465.83, page 3839, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 1,250.00, page 3840, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 58,964.00, page 3841, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 3,353.84, page 3842, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 202,053.66, page 3843, seconded by Mrs. Gladding and unanimously carried.

The Board accepted the payrolls for the period ending:

March 16, 2012	Page 2048	\$ 195,491.60
March 30, 2012	Page 2049	194,879.66
April 13, 2012	Page 2050	191,614.74

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. McGrail moved to accept the results of the library budget vote and election of Trustee, seconded by Mrs. Flynn and unanimously 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 3, 2012, do hereby CERTIFY the following returns on the voting on the proposed Library Budget 2012/2013 and to elect one Library Trustee for a term of five years.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

PROPOSITION NO. 1		LIBRARY TRUSTEE	
PROPOSED LIBRARY BUDGET		Andrea Gladding	- 378
\$9,489,700		Jacqueline Elsas	- 192
YES	NO	Other - Write In	- 0
574	94		
TOTAL VOTES CAST BUDGET		-	668
TOTAL VOTES CAST TRUSTEE		-	570

Claire J. Sarser, Clerk of the Special District Meeting
Tally Sheet Page Attached

5) PERSONNEL REPORT

Mrs. McGrail moved to approve "C Resignations" in the Personnel Report, seconded by Mrs. Flynn and unanimously carried.

Mrs. Gladding moved to approve "D Retirement" 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

6) COMMUNICATIONS

Mrs. Epstein, Head of Adult Services, and Mrs. Morcerf, Branch Librarian, received notes from patron and library school student Mona Ramonetti thanking them "for taking the time to answer all my questions last Friday."

COMMUNICATIONS (CONTINUED)

William C. Lang, patron, enclosed a check for \$25.00 with a thank you note "given as a token of my appreciation for your time and effort in collecting information regarding the history of Fort Salonga brick production."

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 – Department teamwork prevails with the redistribution of job responsibilities related to the counting of money among the existing staff.

Administrative Assistant – An effectively conducted budget vote resulted in a successful vote with an even stronger than usual ratio (6-1) of Yes to No votes.

Adult Services – Our First Adult Winter Reading Club concluded with 52 members submitting 312 reviews. The winner of the Grand Prize, two donated Engemann theatre tickets, was Ed Nostrand.

Buildings & Grounds – The unscheduled Suffolk County Department of Health's inspection of the East Northport Café resulted in three "blue maintenance" items which were promptly addressed by our Department Head.

Circulation – EN – Staff attended the INN Reach training to prepare for the bridging of Nassau and Suffolk libraries to create a shared Island-wide book collection.

Circulation – NPT – Analysis and evaluation of the cost-saving trial of "picking up" versus "mailing" new library cards showed little savings at the expense of patron convenience; mailing cards has been resumed.

Community Services – The harmonica concert "From Bach to Gershwin" received onsite NEWSDAY coverage with a video posted online, and more than 90 patrons. The performer, in turn, raved about all the work the library staff did to make his performance a success.

Administration – Hosting of the 2 day PLA Virtual Conference for staff to attend was arranged, as well as the webinar "Using the Zappos Experience to Create an Engaging and Inspiring Workplace Culture" for Department Heads. Three sessions of the Spring EAP Workshop on "Optimism" was appreciatively received by 76 staff members.

East Northport – The Friends-hosted Carnivorous Plant program drew 70 patrons. Many of the attendees were students whose science teacher saw the program in our newsletter and encouraged attendance; the teacher noted that the East Northport bike-friendly location made the strong attendance possible.

Local History – Spencer Rumsey, author of a Jack Kerouac retrospective published in the March 7 edition of THE LONG ISLAND PRESS, credited our library's archives for his research.

Network & Systems – A new wireless Internet system was deployed simplifying access for patrons and enabling the capture of usage reports for this growing service.

Youth Services – Our Department Head was joined by four of her librarians who contributed as planners and presenters at the NYLA Youth Services Section Conference held on Long Island this year. Their topics included programming, book discussion, and school and public library cooperation.

8) PERIOD FOR PUBLIC EXPRESSION

Mrs. Nancy Morcerf, proposed Assistant Director of the Northport-East Northport Library, attended the meeting.

9) UNFINISHED BUSINESS

Work continues to be moving along smoothly on the rear Northport parking lot, sidewalk, stairs and ramps.

10) OTHER BUSINESS

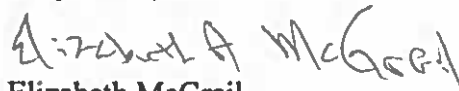
11) DATE OF NEXT LIBRARY BOARD MEETINGS

Thursday, May 17, 2012	10:00 AM	Regular Board Meeting
May meeting to be held in the East Northport Library Building.		
Friday, June 22, 2012	10:00 AM	Regular Board Meeting

12) ADJOURNMENT

Mrs. Gladding moved to adjourn at 11:50 AM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,



Elizabeth McGrail
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
April 19, 2012

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

James Reiss

Page/\$8.90 hr.

East Northport

04/30/12

D. Retirement
Name

Position & Grade/Step

Department

Effective Date

Eileen Minogue

Director

Administration

07/01/12

E. Other
Name

Position & Grade/Step

Department

Effective Date

Promotions

James Olney

Director/As per proposed
 Administrative Contract 2012/2013

Administration

07/01/12

Nancy Morcerf

Assistant Director/ As per
 Proposed Administrative Contract 2012/2013

Administration

07/01/12

Request for Family Leave of Absence

Janet Schultz

PT Library Clerk/Step 5

Circulation – EN

03/19/12 – 06/01/12

Deceased

Helen Farrell

PT Library Clerk/Step 10

Accounting

03/07/12

**TALLY SHEET
SPECIAL DISTRICT MEETING
NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
APRIL 3, 2012**

PROPOSITION – ANNUAL LIBRARY BUDGET

	YES	NO
EAST NORTHPORT		
Machine 97170	82	11
Machine 103049	155	19
NORTHPORT		
Machine 118473	220	39
Machine 103050	65	15
ABSENTEE BALLOTS	52	10
AFFDAVIT BALLOTS	0	0
GRAND TOTALS	574	94

LIBRARY TRUSTEE

	<u>Andrea Gladding</u>	<u>Jacqueline Elsas</u>	<u>Other</u>
EAST NORTHPORT			
Machine 97170	55	23	0
Machine 103049	92	53	0
NORTHPORT			
Machine 118473	143	84	0
Machine 103050	41	22	0
ABSENTEE BALLOTS	47	10	0
AFFDAVIT BALLOTS	0	0	0
GRAND TOTALS	378	192	0

TOTAL NUMBER OF VOTES CAST FOR BUDGET

Northport 339 East Northport 267 Absentee 62 Affidavit 0 **TOTAL 668**

TOTAL NUMBER OF VOTES CAST FOR TRUSTEE

Northport 290 East Northport 223 Absentee 57 Affidavit 0 **TOTAL 570**