

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of November 15, 2012 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Board Conference Room on Thursday, November 15, 2012.

1) CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:20 AM. Also attending were Robert Little, Margaret Hartough, Andrea Gladding, Patricia Flynn, Director James Olney and Assistant Director Nancy Morcerf.

2) PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited by those attending the meeting.

3) MINUTES OF PREVIOUS MEETINGS

Mrs. Hartough moved to approve the minutes of October 16, 2012 as amended, seconded by Mr. Little and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mr. Little moved to approve warrant for \$ 47,481.00, page 3867, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 282,148.31, page 3868, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 200, 339.24, page 3869, seconded by Mrs. Flynn and unanimously carried.

PAYROLL REGISTER

The Board accepted the payrolls for the period ending:

October 26, 2012	Page 2065	\$ 193,832.27
November 9, 2012	Page 2066	180,154.46

B. Review of monthly expenditures

C. Review of statistical summary

D. Audit allocation of designated funds

5) COMMUNICATIONS

6) DIRECTOR'S REPORT

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

DIRECTOR'S REPORT (continued)

Administration – In the aftermath of the Superstorm Sandy we saw a record number of patrons in East Northport benefiting from our heat, light, charging stations, information resources, café provisions, and community fellowship. The resilience of all is commendable and heartwarming.

The Assistant Director arranged this year's *Workplace Violence Prevention Workshop* entitled *Getting to Know You* with guest speaker Loida Santos of BiasHelp. Loida presented delicate topics of discrimination, harassment, and bullying in a very compassionate and entertaining way.

Adult Services – The Literacy Tutor Workshop held at the East Northport Library was successful in recruiting twenty-five new tutors in our district.

Our Health Services Librarian attended a workshop about the soaring rate of diabetes diagnoses. The workshop covered the effects on the body, lifestyle choices, risk factors, signs and symptoms, and healthy coping skills.

Buildings and Grounds – The storm did not cause any structural damage to either building but Northport's electrical supply was interrupted for more than thirteen days. Primary services such as heating and lighting both require 480 volts / 3 phase service which is very efficient but was the last to be repaired.

During the electrical outage the sump pumps did not operate and sewage backed up in a utility area. The storage tanks were pumped and only a few stored items were damaged.

Circulation – East Northport – On Columbus Day, 221 patrons checked out materials in Northport and 147 patrons in East Northport. The quietest time was between 9am to noon and 6pm to 9pm when an average of 30 patrons checked materials out in each building.

Circulation – Northport – The Northport staff provided welcome assistance to East Northport as all our patrons squeezed into our branch, the community's oasis from the storm.

Community Services – The Friends of the Library successfully conducted their second train trip into the city. Attendees requested that another trip be scheduled during the holiday season.

Network and Systems – An incredible amount of work went into reconfiguring the network at East Northport to support public and staff hard-wired terminals. A FIOS connection normally dedicated to wireless access was utilized in place of the main data line that was damaged during the storm. During the days following the storm, record usage of wireless connections exceeded one-thousand simultaneous users.

Network and Systems (continued)

After the storm, partial power in Northport allowed for creative wiring to support essential computer servers.

Computer workstations for Accounting, Payroll and Community Services were relocated to East Northport to allow for these operations to continue.

Tech Services – Staff assisted at the Circulation Desk in updating item records and shelving materials during their storm reassignment to the East Northport building.

Youth Services – Internationally renown storyteller Anne Pellowski provided a storytelling class and cloth book workshop for 146 members of Northport's *Students for 60,000*. Anne has planned a second workshop to be held in Nicaragua when the Northport students make their annual trip.

Our annual *Speaking of Writing Distinguished Author Visit* featured Jordan Sonnenblick, a middle school English teacher turned teen author, who explained to more than 200 teen patrons how he writes funny stories about serious topics.

7) PERSONNEL REPORT

There were no personnel changes to report.

8) PERIOD FOR PUBLIC EXPRESSION

9) ELECTION OF SCLS BOARD OF TRUSTEE REPRESENTATIVE FOR THE TOWN OF HUNTINGTON

The Board signed a ballot for John Martin to represent the SCLS Board for the Towns of Huntington and Smithtown.

10) PROPOSED SCLS 2013 OPERATING BUDGET

Copies of the draft SCLS 2013 operating budget were distributed to the Trustees.

11) TECHNOLOGY PLAN 2013-2016

Mrs. Hartough moved to approve the Technology Plan 2013-2016, seconded by Mr. Little and unanimously carried.

12) UNFINISHED BUSINESS

13) OTHER BUSINESS

The *Library Journal* announced that the Northport-East Northport Public Library has once again been awarded FOUR STARS. This is the fifth year in a row that our library has achieved this award.

The Board will express appreciation to the staff for their great work during the storm at a breakfast planned for Tuesday, December 4, 2012.

Northport 9:30 AM – East Northport 10:15 AM

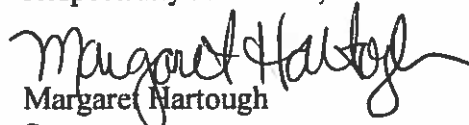
14) DATES OF FUTURE MEETINGS

Tuesday, December 18, 2012	5:30 PM	Regular Board Meeting
Thursday, January 24, 2013	10:00 AM	Budget Work Session
Thursday, January 24, 2013	11:00 AM	Regular Board Meeting

15) ADJOURNMENT

Mr. Little moved to adjourn at 11:55 AM, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,


Margaret Hartough
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
November 15, 2012

No personnel changes to report

- 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> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|