

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of January 24, 2013 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, January 24, 2013.

1) CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 11:07 AM. Also attending were Robert Little, Margaret Hartough, Andrea Gladding, Director James Olney and Assistant Director Nancy Morcerf. Patricia Flynn was absent with prior notice.

2) PLEDGE OF ALLEGIANCE

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

3) MINUTES OF PREVIOUS MEETINGS

Mr. Little moved to approve the minutes of December 18, 2012 as presented, seconded by Mrs. Hartough and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mr. Little moved to approve warrant for \$ 276,341.88, page 3875, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 38,148.09, page 3876, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 177,749.75, page 3877, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 271,895.30, page 3878, seconded by Mrs. Hartough and unanimously carried.

PAYROLL REGISTER

The Board accepted the payrolls for the period ending:

December 21, 2012	page 2069	\$187,722.90
January 04, 2013	page 2070	178,479.30
January 18, 2013	page 2071	182,999.52

B. Review of monthly expenditures

C. Review of statistical summary

5) COMMUNICATIONS

6) DIRECTOR'S REPORT

The Director's Report was given orally in addition to the packet available to the Trustees at the Circulation Desk prior to the meeting.

Administration – The first stage in the creation of a Dove Thomas Memorial has been constructed. A raised planting bed, which will highlight a dove tree at its center, also creates an additional seating area in the Northport Library Courtyard. The library plans to install a custom-made dove-shaped wind vane and install plantings with the assistance of Dove's friends and family in preparation for a dedication to be held in the spring.

Our PALS Coordinator (aka Assistant Director) held a meeting with Circulation and Tech Services Department Heads to discuss item types and item codes with Emily Clasper from SCLS. A determination from the meeting was to consolidate both item types and codes requiring database clean-up which will improve functionality and develop consistency within the county.

Adult Services – Community book discussion groups regularly request the assistance of our librarians to recommend titles and provide multiple copies of books for their members. Often these requests also include the need for several formats including large print and audiobook.

Our Computer Librarian, Stephen Ingram, co-presented a program entitled *Promises and Perils of Mobile Technology* to members of the Computer and Technical Services of SCLA. His presentation discussed some of the downfalls and consequences of mobile technology, including privacy, digital rights, electronic waste, digital footprint, work/life balance and more.

Buildings and Grounds – The damage caused by vandalism to Michelle's garden at Northport was repaired by Brothers II Landscapes and the invoice has been sent to the parents of the minor who was caught inflicting the damage.

The shrubbery encroaching on the perimeter of the East Northport building parking area was trimmed to regain lost space.

The town has announced that they will only recycle rechargeable batteries and ask residents to dispose of non-rechargeable batteries with normal household trash. Despite new signage, residents continue to bring all batteries to the library for recycling. This creates the need for staff to sort and dispose of non-rechargeable batteries. New collection bins visually differentiating between recycling and disposal will be implemented until the new procedures are instilled.

Circulation - Saturday delivery of inter-library-loaned items officially began in January. This service offered by SCLS and funded through Central Library Aid helps to equalize the demands placed on the delivery service by utilizing this additional day. Alternatives would have required additional staffing and vehicles during the week creating even greater costs.

Community Services – Author Lee Woodruff spoke about her new novel *Those We Love Most* to 65 patrons who were in attendance. She also spoke very candidly about her husband Lee Woodruff, ABC news anchor, who was injured in Iraq.

One hundred patrons were in attendance for Ed Carr's presentation on *The Wreck of the Gwendoline Steers*. Historical programs continue to be very popular with our patrons.

The Friends of the Library have agreed to donate towards prizes for the Adult Winter Reading Club drawing and cosponsor a spring concert at the library. The Friends have also agreed to purchase a museum pass to the Cold Spring Harbor Fish Hatchery, a partner in the library's current Museum Cove exhibit.

Network and Systems – New computers have been installed at the reference and circulation desks. These computers employ a new technology, solid state hard drives. These drives greatly reduce start time, use less electricity, and last longer.

In preparing the Network and Systems budget request, the department was challenged to research a replacement phone system, estimate costs, compare features, and forecast installation needs. The results were a recommendation that could be prudently budgeted with next year's operating expenditures.

Tech Services – An East Northport computer in the adult reference office is being upgraded to serve as a workstation for the Tech Services staff to edit and update items locally. This will save our buildings and grounds staff from carrying the items back to Northport and provide improved service to our East Northport patrons by minimizing the length of time for which items are not available.

Youth Services – The new Museum Cove exhibit *The Pond and Beyond* was created in a partnership with the Cold Spring Harbor Fish Hatchery. This exhibit features New York's native fresh freshwater fish, reptiles and amphibians.

7) PERSONNEL REPORT

Mr. Little moved to approve "A Salary Increase" in the Personnel Report, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve "C Resignations" in the Personnel Report, seconded by Mrs. Gladding and unanimously carried, see attached page.

8) NON-CONTRACT STAFF SALARIES

Mr. Little moved to table until the next meeting approval of the non-contract staff salaries, seconded by Mrs. Hartough and unanimously carried.

9) APPROVAL TO PRESENT PROPOSED LIBRARY BUDGET TO THE COMMUNITY ON APRIL 2, 2013.

Mr. Little moved to table approval of the proposed Library Budget 2013/14 to the community on April 2, 2013 until the NYS Office of the Comptroller makes the Property Tax Cap formula available.

10) PERIOD FOR PUBLIC EXPRESSION

11) OTHER BUSINESS

The library fine structure was discussed for overdue items.

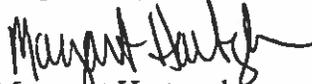
12) DATES OF FUTURE MEETINGS

Tuesday, February 19, 2013	5:30 PM	Regular Board Meeting
Tuesday, March 12, 2013	6:00 PM	Regular Board Meeting
Tuesday, March 12, 2013	7:30 PM	Public Information Night

13) ADJOURNMENT

Mr. Little moved to adjourn at 12:50 PM, seconded by Mrs. Hartough and unanimously carried.

Respectfully submitted,



Margaret Hartough
Secretary

PERSONNEL REPORT

Approval of the Following Personnel MattersJanuary 24, 2013

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Marilyn Barker	Café Worker/\$10.25 hr	Community Services	01/14/13
Joyce Bernat	Café Worker/\$14.25 hr	Community Services	01/14/13
Rose Boccia	Café Worker/\$11.50 hr	Community Services	01/14/13
Florence Gorman	Café Worker/\$11.75 hr	Community Services	01/14/13
Jill Krahel	Café Worker/\$11.25 hr	Community Services	01/14/13
Jill Kuehn	Café Worker/\$11.25 hr	Community Services	01/14/13
Barbara Minogue	Café Worker/\$8.05 hr	Community Services	01/14/13
Kathleen O'Sullivan	Café Worker/\$10.50 hr	Community Services	01/14/13
Caroline Prisco	Café Worker/\$11.75 hr	Community Services	01/14/13
John Souto	Café Worker/\$12.50 hr	Community Services	01/14/13
Dominick Tripolone	Café Worker/\$11.25 hr	Community Services	01/14/13
Olivia Bernard	Page/\$7.70 hr	Circulation – Npt	01/14/13
Andrew Bloecker	Page/\$8.35 hr	Adult Services – EN	01/14/13
Casey Burke	Page/\$7.40 hr	Adult/Local History	01/14/13
Chelsea Cirruzzo	Page/\$7.40 hr	Youth Services – EN	01/14/13
Christine Condon	Page/\$7.85 hr	Youth Services – EN	01/14/13
Jessica Connors	Page/\$8.50 hr	Circulation – Npt	01/14/13
Monica Dietlin	Page/\$7.40 hr	Youth Services – EN	01/14/13
Anna Drewitz	Page/\$7.40 hr	Circulation – Npt	01/14/13
Devin Dwyer	Page/\$7.70 hr	Circulation – Npt	01/14/13
Paolina Enrico	Page/\$7.70 hr	Circulation – Npt	01/14/13
Samantha Gross	Page/\$10.25 hr	Adult Services – Npt	01/14/13
Matthew Joyce	Page/\$7.70 hr	Circulation – Npt	01/14/13
Elizabeth Klonowski	Page/\$7.70 hr	Adult Services – EN	01/14/13
Julia Jozefowski	Page/\$7.70 hr	Youth Services – EN	01/14/13
Brian Lambert	Page/\$8.60 hr	Adult Services – EN	01/14/13
Charlotte Latuso	Page/\$9.25 hr	Circulation – Npt	01/14/13
Ruby Lindberg	Page/\$8.20 hr	Youth Services – Npt	01/14/13
Ashley Lizza	Page/\$7.70 hr	Adult Services – Npt	01/14/13
Jenna Lopizzo	Page/\$7.70 hr	Circulation – Npt	01/14/13
Benjamin Maritato	Page/\$7.70 hr	Youth Services – Npt	01/14/13
Jacqueline Morreale	Page/\$8.20 hr	Adult Services – Npt	01/14/13
Maryann Morrisroe	Page/\$11.50 hr	Adult Services – EN	01/14/13
Lisa Olivieri	Page/\$9.50 hr	Youth Services – Npt	01/14/13
Taylor Pearl	Page/\$7.40 hr	Circulation – Npt	01/14/13
Mary Jane Ritter	Page/\$11.75 hr	Adult Services – Npt	01/14/13
Olivia Rizzo	Page/\$7.40 hr	Youth Services – Npt	01/14/13
Andrew Rizzuti	Page/\$7.70 hr	Adult Services – EN	01/14/13
Miriam Roth	Page/\$13.75 hr	PALS/Tech	01/14/13
Mikhail Rumsey	Page/\$7.40 hr	Circulation – Npt	01/14/13
Regina Sammis	Page/\$8.00 hr	Circulation – Npt	01/14/13
Amara Sarno	Page/\$7.70 hr	PALS/Tech	01/14/13
Anoopa Singh	Page/\$8.50 hr	Youth Services – Npt	01/14/13
Paulina Stewart	Page/\$9.00 hr	Youth Services – Npt	01/14/13

A. Salary Increase (continued)

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Emily Timm	Page/\$7.40 hr	Youth Services – Teen	01/14/13
Maggie Toolan	Page/\$7.40 hr	Youth Services – Npt	01/14/13
Kerry Walsh	Page/\$10.00 hr	Adult Services – EN	01/14/13
Kimberly Washburn	Page/\$7.70 hr	Youth Services – EN	01/14/13
Patricia Welsh	Page/\$10.75 hr	Adult Services – EN	01/14/13
Julianne Young	Page/\$7.40 hr	Youth Services – Teen	01/14/13
Peter Zuchowski	Page/\$8.35 hr	Network & Systems	01/14/13
Alyssa Zurawsky	Page/\$7.70 hr	Youth Services – EN	01/14/13

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Michael Collarini	Security Guard/\$18.49	Security	01/09/13
Mikhail Rumsey	Page/\$7.40 hr	Circulation – Npt	01/31/13

D. Retirement

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

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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