

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of September 17, 2013 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Tuesday, September 17, 2013.

1) CALL TO ORDER

Chairperson Patricia Flynn called the meeting to order at 5:37 PM. Also attending were Margaret Hartough, Robert Little, Andrea Gladding, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

2) THE PLEDGE OF ALLEGIANCE was recited by those attending the meeting.

3) MINUTES OF PREVIOUS MEETINGS

Mr. Little moved to approve the Reorganizational and Regular meeting minutes of July 13, 2013 as amended, seconded by Mrs. Gladding and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Gladding moved to approve warrant for \$ 188,384.61, page 3899, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 83,032.01, page 3900, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 267,013.64, page 3901, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 236,631.97, page 3902, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 65,328.40, page 3903, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 185,484.83, page 3904, seconded by Mrs. Hartough and unanimously carried.

PAYROLL REGISTER

The Board accepted the payroll for the period ending:

PAYROLL REGISTER (continued)

August 2, 2013	Page 2085	\$ 180,887.83
August 16, 2013	Page 2086	182,303.98
August 30, 2013	Page 2087	181,822.54
September 13, 2013	Page 2088	180,586.30

B. Review of monthly expenditures

C. Review of statistical summary

5. COMMUNICATIONS

Director Kevin Verbese, Suffolk Cooperative Library System, communicated to the Board "That due to the expiration of the term of Ms. Cheryl (Gabrielli) Reeves on December 31, 2013" a vacancy has occurred on the Board. Individuals interested in the position should attend the nominating caucus on October 17, 2013 at 7:15 PM at the Elwood Public Library in Elwood.

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 – Department Heads are being encouraged to schedule regular meetings with their staff to improve communication. Administration has offered to speak at departmental meetings to share organizational perspective and answer questions.

Efforts continue to unify loan rules on a county-wide basis to reduce the complex processing required by our circulation software resulting in improved response time and greater reliability.

A tour of Brooklyn Public Library's Information Commons revealed a community-minded, technology-oriented space. Aspects of this design could reasonably be created on a local scale.

The Library participated in two Family Fun Nights in August providing library-oriented crafts and activities for families enjoying a summer evening in the village.

Buildings and Grounds – A new high efficiency HVAC unit has been installed to replace the failed meeting room unit at Northport. The new unit does not have the variable speed option that we had specified so it will be replaced at no expense to the library once the correct unit is built.

Buildings & Grounds (continued)

The exterior bridge has been repainted with special attention given to proper surface preparation. The brackets holding the electrical conduit onto the bridge have been replaced and threads tapped to reduce future corrosion.

Carpet cleaning has been limited to small areas using a dry organic process for a number of years. This year, we decided to once again steam clean all the carpeting and upholstered furniture in both buildings. Since the majority of the carpeting is over fifteen years old, cleaning will be the best way to extend its useful life. The carpeting in the East Northport Children's room was the only area not cleaned but has subsequently been replaced with the assistance of funding from our local senator.

The seating located in the East Northport foyer has been tiled and a dying Maple tree adjacent to the East Northport parking lot was removed.

Circulation – The staff at the Circulation Desk has seamlessly implemented the releasing of print jobs from the public computer stations post-payment. Printing is down about fifty-percent while the collection of printing fees has increased.

The elimination of the Town of Huntington battery collection bin has “shocked” our patrons. Patrons are not aware of the changes in battery manufacturing which eliminated the need to separate batteries from regular household waste. Informational fliers are available where the bins were formally located to help disseminate this information and discourage battery collection at the library.

Community Services – The Library's outdoor concerts are always a highlight of our summer programs. There were three scheduled this summer. The Northport Jazz Band which had to be held inside due to a heat advisory (70 patrons in attendance), the Vic Vincent Group (182 patrons), and Johnny Cash and June Carter Cash tribute group (179 patrons).

Assemblyman Andrew Raia sponsored Hurricane Preparedness and Safety programs at both Northport and East Northport buildings which were strengthened through the distribution of the library-generated Hurricane Preparedness information sheet.

Network and Systems – A significant overhaul of the Northport server room took place while the library was closed to minimize its impact on library operations. All equipment was removed from the server room to install a new four-post rack and better load-balance power usage across the battery backups.

Director's Report

Network and Systems (continued):

The Application Program Interface (API) used to source data from our circulation system was altered by SCLS to address possible privacy concerns. This change, with its inherent good intentions, suddenly prevented our welcome letters for new library cardholders from being generated. The impact of this subtle change illustrates how integrated we are with technology and how fortunate we are to be the only library to have the talent to devise and implement it.

Youth Services – The children's Summer Reading Club culminated with a very entertaining show by Grins and Grins which incorporated juggling and ventriloquism with circus routines. New for this year, fourth and fifth graders completing the Summer Reading Club were treated to a showing of the Percy Jackson movie at Elwood Cinema.

The schedule to serve teen patrons is now being developed by the Head of Youth Services utilizing the talents in the department. Staff serving this population will be touring the building more frequently to reach the wide range of teen needs being met by the Library.

The Library has partnered again with the "Just Like Me Project" in Huntington to support a public awareness campaign entitled "I Matter". The "I Matter" campaign uses a peer-to-peer approach to develop a sense of purpose and self-worth. Teens have met to learn about photography and develop statements that describe their individuality which will result in public art displayed on the windows of the library.

7) PERSONNEL REPORT

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

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

Mrs. McGrail moved to approve "D Retirement" in the Personnel Report, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve "E Promotion" in the Personnel Report, seconded by Mr. Little and unanimously carried, page attached.

PERSONNEL REPORT ADDENDUM

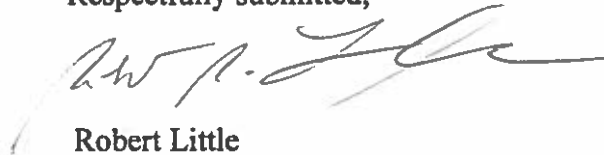
Mrs. McGrail moved to approve "B New Employees" in the Personnel Report Addendum, seconded by Mrs. Hartough and unanimously carried, page attached.

- 8) PERIOD OF PUBLIC EXPRESSION
- 9) UNFINISHED BUSINESS
- 10) OTHER BUSINESS
- 11) DATES OF FUTURE MEETINGS
 - Thursday, October 17, 2013 10:00 AM Regular Board Meeting
 - Tuesday, November 19, 2013 5:30 PM Regular Board Meeting

12) ADJOURNMENT

Mr. Little moved to adjourn at 7:20 PM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,



Robert Little
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
September 17, 2013

A. Salary Increase

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

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Grace Campbell	Page/\$7.25 hr.	Adult Services – LH	09/18/13
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C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Casey Burke	Page/\$7.60 hr.	Adult Services – LH	07/30/13
Elizabeth Klonowski	Page/\$7.90 hr.	Adult Services – EN	07/31/13
Jessica Connors	Page/\$8.70 hr.	Circulation – Npt	08/29/13
Kathleen O’Sullivan	Café Worker/\$10.50 hr.	Community Services	09/02/13

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Patricia Carroll	PT Library Clerk/Step 20+3	Circulation – Npt	09/01/13
Doris McGrath	PT Library Clerk/Step 11b	Circulation – Npt	09/01/13

E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Promotion Peter Zuchowski	PT Computer Technician/Step 1	Network & Systems	09/23/13
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**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
September 17, 2013

A. Salary Increase

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

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Georgiana Kaloudis	Page/\$7.25 hr.	Circulation – Npt	09/23/13

C. Resignations

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