

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of December 19, 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 Thursday, December 19, 2013.

1) CALL TO ORDER

Chairperson Patricia Flynn called the meeting to order at 10:00 AM. Also attending were Robert Little, Margaret Hartough, Andrea Gladding, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

2) PLEDGE OF ALLEGIANCE

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

3) MINUTES OF PREVIOUS MEETING

Mrs. Hartough moved to approve the minutes of November 19, 2013, as amended, seconded by Robert Little and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mr. Little moved to approve warrant for \$ 21,651.60, page 3911, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 273,675.28, page 3912, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 826,112.00, page 3913, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$81,157.38, page 3914, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 191,496.19, page 3915, seconded by Mrs. Gladding and unanimously carried.

PAYROLL REGISTER

November 22, 2013	Page 2093	\$190,772.79
December 6, 2013	Page 2094	190,206.24

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 budget planning process for 2014/15 is well underway. Departmental requests have been reviewed and anticipated changes in operating expenses are being calculated. Insurance and fuel related increases are expected to have a sizable impact on this year's budget proposal.

Suffolk Cooperative Library System Gateway logins and training are being offered to all interested staff members. Many SCLS documents are no longer being distributed via print or email but are posted on the Gateway requiring staff to actively retrieve them

At the start of this year's open enrollment period for health insurance, employees whose spouses are also enrolled in the NYSHIP will no longer be eligible to receive a health insurance buyout option. This impacts all staff currently utilizing this option.

As of January 2014, staff earning an hourly wage of less than the new minimum wage of \$8 per hour will be increased to this new rate.

**Adult Services** – A new disc resurfacing machine helps to prolong the life of our popular DVD collection. This new machine works well but is designed to be used on batches of discs. This model must warm up and will only process a number of discs before requiring shutting down and cleaning. As a result, some discs will be unavailable for a longer period of time in order to create an appropriately sized batch to maximize the machine's efficiency.

The Suffolk Cooperative Library System (SCLS) will no longer add titles to the 3M digital collection since their once unique content is now available on Overdrive. The SCLS reported that they have the shortest wait time in the country for downloadable ebooks.

**Buildings and Grounds** – The Children's single-faced bookcases along the perimeter of the room have been secured to the wall with brackets. These bookcases were installed without the proper brackets creating a safety issue if a child were to attempt to climb the shelves.

The Suffolk County Fire Marshall performed an annual fire inspection and found no issues in the Northport building but identified a few deficiencies in the East Northport building that have been corrected.

**Buildings & Grounds (continued).**

A file cabinet blocking an electrical panel has been moved; ice melt stored in the lower level emergency foyer will be used and not stored there in the future; staff was unaware of the elevator fire release key location which is now labeled and predominately displayed on a wall in the custodial office.

The library has begun a study of the building's energy efficiency. The study will evaluate current energy usage and compare it against national bench marks and report on the efficiency and service condition of the building mechanicals. This study will provide recommendations for improvements and help in the planning and budgeting of future upgrades.

**Circulation** – In recognition of our 100<sup>th</sup> year the library will issue Centennial Library Cards with our anniversary logo to all new library card applicants. Patrons wishing to update their card with the new design may purchase a replacement for the standard lost card fee of \$2 for an adult or young adult card and \$1 for a child's card.

**Community Services** – The one-man play called "A Class of Life" about growing up in a big Italian family, a career in the police force, and other life experiences was enjoyed by the 115 patrons in attendance. Naomi Zeitlin performed Broadway songs for 60 patrons on our Fireside Friday. Author Adriana Trigiani entertained more than 180 patrons with her endless humor and many stories about her relatives that were so analogous with the audience's own experiences.

**Friends of the Library** have purchased two vinyl banners to help celebrate the library's centennial anniversary. The banners will be on display in front of each building during our centennial year.

**Network and Systems** – The merger of Lighttower and Sidera has raised some concerns with the pending renewal of our fiber line contract. Fiber lines are used by the library to connect our two buildings, communicate with the Suffolk Cooperative Library System and access the internet. Negotiations with Lighttower and competing vendors are currently underway.

The complexity of the meeting room equipment continues to increase. Presenters with technology-laden presentations now require personalized instruction and in many cases hands-on support. To ensure continued functionality of the equipment and successful operation during a program, we are considering requiring outside groups to pay an equipment-use fee that will help cover expenses for additional staff to be assigned to facilitate meeting room equipment use.

Youth Services – An all-day workshop developed by the Museum Association of New York and the New York Library Association was held at the Northport Library. The Focus of the workshop was to explore ways that early learners and their families might use libraries and museums as places for both fun and learning. The Northport Library had the honor of being chosen as one of three hosting locations in New York State because of our Museum Cove’s established model of collaboration between the library and various cultural, scientific, and historic institutions.

A 3D digitizer and a replicator are on display in the Museum Cove courtesy of the Suffolk Cooperative Library System. Patrons may stop in the Museum Cove until January 10<sup>th</sup> to check out how they work and see samples of the variety of things they can make.

Our Teen Services Librarian was honored at our local school district Board meeting for her efforts in organizing the library’s annual program “Speaking of Writing” which featured author Susan Campbell Bartoletti this year.

We are happy to report that the “I Matter” project has been fully funded and the reception for this public art project will be held on Sunday, January 12 at 2pm.

7) PERSONNEL REPORT

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

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, page attached.

8) PERIOD FOR PUBLIC EXPRESSION

9) UNFINISHED BUSINESS

10) OTHER BUSINESS

11) DATES OF FUTURE MEETINGS

Tuesday, January 21, 2014	5:30 PM	Budget Work Session
Tuesday, January 21, 2014	6:30 PM	Regular Board Meeting
Thursday, February 20, 2014	10:00 AM	Regular Board Meeting

12) ADJOURNMENT

Mr. Little moved to adjourn at 11:39AM, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robt Little", written over a horizontal line.

Robert Little  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
December 19, 2013

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Sierra Acosta	Page/\$8.00 hr.	Circulation – Npt	01/01/14
Jessica Camenzuli	Page/\$8.00 hr.	Youth Services – Npt	01/01/14
Grace Campbell	Page/\$8.00 hr.	Adult Services – LH	01/01/14
Christine Cassidy	Page/\$8.00 hr.	Youth Services – EN	01/01/14
Chelsea Cirruzzo	Page/\$8.00 hr.	Youth Services – EN	01/01/14
Kevin Darrell	Page/\$8.00 hr.	Circulation – Npt	01/01/14
Monica Dietlin	Page/\$8.00 hr.	Youth Services – EN	01/01/14
Anna Drewitz	Page/\$8.00 hr.	Circulation – Npt	01/01/14
Paolina Enrico	Page/\$8.00 hr.	Circulation – Npt	01/01/14
Amanda Glassner	Page/\$8.00 hr.	Circulation – Npt	01/01/14
Georgiana Kaloudis	Page/\$8.00 hr.	Circulation – Npt	01/01/14
Julia Menges	Page/\$8.00 hr.	Youth Services - EN	01/01/14
Grace Mortimer	Page/\$8.00 hr.	Youth Services - Teen	01/01/14
Shaw Newman	Page/\$8.00 hr.	Adult Services – EN	01/01/14
Taylor Pearl	Page/\$8.00 hr.	Circulation – Npt	01/01/14
Olivia Rizzo	Page/\$8.00 hr.	Youth Services - Npt	01/01/14
Amara Sarno	Page/\$8.00 hr.	PALS/Tech Services	01/01/14
Miranda Schmidt	Page/\$8.00 hr.	Youth Services – EN	01/01/14
Hannah Van Wickler	Page/\$8.00 hr.	Youth Services – Npt	01/01/14
Abigail Vogt	Page/\$8.00 hr.	Youth Services – EN	01/01/14

**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Diane Smith	Café Worker/\$8.50 hr.	Community Services	01/02/14

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Andrew Rizzuti	Page/\$7.90 hr.	Adult Service – EN	11/16/13

**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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