

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Meeting of July 17, 2014

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, July 17, 2014.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:58 AM following the Annual Reorganizational Meeting. Also attending were Patricia Flynn, Robert Little, Andrea Gladding, Assistant Director Nancy Morcerf and Director James Olney. Elizabeth McGrail was excused with prior notice.

II. THE PLEDGE OF ALLEGIANCE was recited by those attending.

III. MINUTES OF PREVIOUS MEETING

Mrs. Gladding moved to approve the minutes of June 19, 2014 as presented, seconded by Mrs. Flynn and unanimously carried.

IV. FINANCIAL SECRETARY AND TREASURER'S REPORT

A. Approval of warrants

Mr. Little moved to approve warrant for \$274,916.77, page 3937, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$127,673.45, page 3938, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$180,962.61, page 3939, seconded by Mr. Little, and unanimously carried.

Mr. Little moved to approve warrant for \$35,288.24, page 3940, seconded by Mrs. Gladding and unanimously carried.

PAYROLL REGISTER

The Board accepted the payroll for the period ending:

June 20, 2014	Page 2108	\$185,420.71
July 4, 2014	Page 2109	\$183,169.27

B. Review of monthly expenditures

C. Review of statistical summary

V. COMMUNICATIONS

Chairperson Margaret Hartough read a letter from Henry Graber, CPA, AEP, conveying his congratulations on the Library's Centennial.

VI. 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 – Toni Wu, library account, conducted a preliminary review and will return in August for the second phase in the library's annual audit.

Following the success of the Centennial Celebration at Northport, suggestions have been made to begin plans to celebrate, in 2015, the 75th Anniversary of the opening of the East Northport building.

A meeting was held with our security guards to review procedures and to share best practices. We are fortunate to have an experienced and well-trained security staff.

Adult Services – During the past month, the library's Stacks to the the Streets program distributed 55 books through Beach Bag Books and 103 books via Read Ride Return. The "Read Ride Return" service is now approaching its 25th year.

The informative and popular Centennial Timeline was thoughtfully crafted by a collaboration of staff members from Adult Services and Community Services.

Buildings and Grounds – A white, weeping, dwarf cherry tree has been planted near the rear entrance to the Northport building in memory of June White. June was a devoted member of our staff for twenty years.

Repairs to the pedestrian bridge are underway. The concrete sidewalk leading up to the bridge will be replaced and pinned into the steel structure of the bridge. The joints in the concrete surface of the bridge are being re-caulked to reduce water penetration.

Circulation – The Connecticut River Cruise Book-a-Trip filled very quickly. This continues the pattern of high-demand for water-oriented bus trips.

The new procedure for Teen program signups requiring payment at the Circulation Desk is working very well. Teen programs that require a fee, often related to materials, can be registered for online or in the teen area but payment must be made in person at the Circulation Desk. This simplifies the process when change is required and provides a more secure environment.

Community Services – The library’s Centennial was celebrated by 2,752 patrons on the sunny first day of summer. The entire staff worked collaboratively to provide an opportunity for patrons of all ages to enjoy their rich community history.

Sixty-five patrons enjoyed the Island Hills Chorus performance co-sponsored by the Northport Arts Coalition and 185 patrons enjoyed hearing Winter Brook Ryan speak about mediumship.

Network and Systems – The Optimum Voice installation has been completed at our East Northport building. New exterior lines needed to be installed underground which delayed this transition.

Infrastructure upgrades will be required now that the phone server has been relocated and proposed security camera servers will both be located in the computer server room. In preparation for this new equipment, electrical wiring has been installed and additional battery backups have been purchased.

Youth Services – Instructional videos have been created for each of the library’s take home crafts. These videos have been posted online to provide guidance to those patrons assembling the craft at home.

The library hosted a meeting with a Northport High School Counselor to discuss reviving the Parent Center Program collaboration with the school district. The school district cancelled this project when the grant to fund it was no longer available. While we continued to schedule parenting programs without the collaboration of the school district, we have not been able to reach the largest possible target audience.

VII. PERSONNEL REPORT

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

Mrs. Flynn moved to approve “B. New Employees” in the Personnel Report, seconded by Mr. Little and unanimously carried, page attached.

Mr. Little moved to approve “C. Resignations” in the Personnel Report, seconded by Mrs. Gladding and unanimously carried, page attached.

Mr. Little moved to approve “E. Other” in the Personnel Report, seconded by Mrs. Gladding and unanimously carried, page attached.

VIII. PERIOD OF PUBLIC EXPRESSION

IX. UNFINISHED BUSINESS

X. OTHER BUSINESS

Mr. Olney displayed a prototype for a new Library Newsletter layout that accomodates for four-color printing and easy adaptation to an online computer format. The programs will be in chronological order. We will debut the new format with the September issue. Mr. Olney also distributed an article from a local newspaper about the East Northport Chamber of Commerce and its effort to improve pedestrian crosswalks on Larkfield Road. The proposed new crosswalk that leads to the East Northport Library will be slightly to the north of the current crosswalk.

XI. DATES OF FUTURE MEETINGS

Wednesday, August 13, 2014, 10:00 AM – Financial Meeting

Tuesday, September 16, 2014, 5:30 PM – Regular Meeting

Thursday, October 16, 2014, 10:00 AM – Regular Meeting

XII. ADJOURNMENT

Mr. Little moved to adjourn the Regular Meeting at 11:53 AM, seconded by Mrs. Gladding and unanimously carried.

The Staff Recognition Ceremony followed in the Community Room.

Respectfully submitted,



Robert Little

Secretary