

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Meeting of October 16, 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, October 16, 2014.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10am. Also attending were Robert Little, Andrea Gladding, Elizabeth McGrail, Patricia Flynn and Director James Olney. Toni Wu of Bayside CPS PLLC, library accountant, attended for the discussion and acceptance of the Auditor's Report on Examination.

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

III. APPOINTMENTS

Mrs. Flynn moved to approve appointment of Barbara Dattolico as Recording Secretary to the Board of Trustees 2014/2015, seconded by Mr. Little and unanimously carried.

IV. MINUTES OF PREVIOUS MEETING

Mrs. Gladding moved to approve the minutes of September 16, 2014 a presented, seconded by Mrs. McGrail and unanimously carried.

V. FINANCIAL SECRETARY AND TREASURER'S REPORT

A. Mrs. Flynn moved to accept and approve Auditor Report given by Toni Wu of Bayside CPA PLLC, seconded by Mr. Little and unanimously carried.

B. Approval of Warrants

Mr. Little moved to approve warrant for \$116,393.97, page 3952, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$81,276.91, page 3953, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$188,896.83, page 3954, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$40,394.33, page 3955, seconded by Mr. Little and unanimously carried.

PAYROLL REGISTER

The Board accepted the payroll for the period ending:

September 26, 2014	Page 2115	\$186,532.85
October 10, 2014	Page 2116	\$187,075.00

C. Review of monthly expenditures

D. 2013/2014 Audit allocation of funds

Based on the recommendations from the 2013/2014 audit by Bayside CPA PLLC presented at the October 16, 2014 Board meeting, the following allocations were made:

Mr. Little moved to approve that the Designated Fund for Capital Improvement be increased by \$150,000 to a total of \$400,000, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve an increase in the assigned fund balance for accrued sick pay from 30% to 40% of liability at year end, seconded by Mrs. McGrail and unanimously carried.

Mrs. Gladding moved to approve a reduction in the designated fund for Unemployment Insurance presently in the amount of \$45,028 to the amount of \$1,000, seconded by Mrs. McGrail and unanimously carried.

E. Review of statistical summary

VI. COMMUNICATIONS

VII. DIRECTORS REPORT

Administration

The Huntington Quilters Group made a generous donation to the library in recognition of our centennial. This donation was enriched with an invitation to their meeting at which time they presented a gift of a photo album documenting the members and a live show and tell program describing their hand-made creations.

Plans are underway to celebrate the 75th Anniversary of the East Northport Library. Mark your calendar for our Diamond Jubilee which is scheduled for May 16, 2015.

Our Partnership of Automated Libraries in Suffolk (PALS) Library Coordinator arranged for a live demonstration of the Innovative Interfaces Inc. new Integrated Library System (ILS) product called Sierra. This was provided by the staff of the Huntington Public Library where a stand-alone Sierra product has been in use for more than a year.

A break in the water main that supplies the East Northport Library mandated a building closure. Patrons and staff were asked to relocate to Northport and programs were moved to Northport while work to restore the water supply was being performed. East Northport re-opened at 5pm on the same day.

Adult and Teen Services

As the festival season comes to a close we reflect on the many positive connections made at the East Northport Festival, Veterans Affairs Fall Festival, and Cow Harbor Day. These venues provide an avenue to reach prospective patrons in our community and support the local organizations that sponsored these events.

The Graphic Novels have been moved to a more visible location. This colorful collection is now on display adjacent to the new art books in the Northport building.

Our Fandom Friday program and Teen Writers Workshop continue to be popular activities for teens looking for fun activities on Friday nights.

Building and Grounds

The illuminated stars and moons in the children's area of the Northport Library are once again lighted using upgraded fixtures.

The East Northport exterior painting project has begun. Incorporated into the project will be caulking of the windows, reattaching the window trim and cleaning of the natural concrete window sills.

Children and Family Services

Our Road to Reading preschool series programs are almost all filled to capacity. Since the programs in this series are so popular, we limit enrollment to one program per child during the initial registration period. To supplement these series we offer many drop-in programs that do not require registration and have added duplicate programs in both buildings during peak demand.

Circulation

Many of the titles that were on the school-issued summer reading club lists were still out from the summer creating a surge in demand for inter-library loans to meet the needs of procrastinating readers. Circulation staff utilized our island-wide resources of LILINK to fulfill every hold.

The Friends are now sponsoring discounted tickets to the American Museum of Natural History for the fall and winter seasons.

Community Services

Our first shredding event was held in East Northport helping 122 patrons to securely dispose of their documents.

An excellent speaker from Empire Blue Cross hosted Medicare 101 to 55 very satisfied patrons.

The Library held another very successful volunteer fair hosting 29 organizations with 226 willing volunteers attending. This format is well received by both the patrons and participating agencies. It gives our patrons the ability to explore numerous opportunities at one central location, the community library.

Prompted by a suggestion from a patron, the library has begun mailing out new neighbor packets to owners of recently purchased residential properties. The packets contain a letter welcoming them to the community, a current newsletter and program flier.

Network and Systems

Desk reassignments initiated by both staff promotions and the reconfiguration needed to accommodate the server room expansion have necessitated the reprogramming of phone extensions and computer desktops.

Battery backups which were installed on individual desktops to minimize disruptions caused by brief power outages are nearing the end of their useful life. Units that are more than five years old are now being replaced.

VIII. PERSONNEL REPORT

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

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

Mr. Little moved to approve "E Other" in the Personnel Report, seconded by Mrs. McGrail and unanimously carried.

Mrs. Flynn moved to approve "Request for Leave of Absence" in the Personnel Report, seconded by Mr. Little and unanimously carried.

IX. PERIOD FOR PUBLIC EXPRESSION

X. REVISED SCHEDULE OF 2014/2015 BOARD OF TRUSTEES MEETINGS

Mr. Little moved to approve the revised schedule of 2014/2015 Board of Trustees Meetings, seconded by Mrs. Gladding and unanimously carried.

XI. NON-CONTRACT STAFF SALARIES

Mrs. Gladding moved to approve the non-contract staff salaries, seconded by Mrs. McGrail and unanimously carried.

XII. APPOINTMENT OF F. ALAN OLITA

Mrs. McGrail moved to approve the appointment of F. Alan Olita as Building Emergency Contact, seconded by Mrs. Flynn and unanimously carried.

XIII. OTHER BUSINESS

XIV. DATES OF FUTURE MEETING:

Thursday November 20, 2014, 10am-Regular Board Meeting

Thursday December 18, 2014, 10 am-Regular Board Meeting

XV. ADJOURNMENT

Mrs. Gladding moved to adjourn the meeting at 11:43am, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,

Robert Little

Secretary