

NORTHORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF MAY 21, 2015

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 May 21, 2015.

- I. Chairperson Margaret Hartough called the meeting to order at 10:08am. Also present were Robert Little, Andrea Gladding, Elizabeth McGrail, Georganne White, Assistant Director Nancy Morcerf, and Director James Olney.
- II. THE PLEDGE OF ALLEGIANCE was recited by those attending.
- III. MINUTES OF THE PREVIOUS MEETING
Mr. Little moved to approve the minutes of April 23, 2015, seconded by Mrs. Gladding and unanimously carried.
- IV. FINANCIAL SECRETARY & TREASURER'S REPORT
 - A. Approval of Warrants
Mrs. Gladding moved to approve warrant for \$270,549.36, page 3984, seconded by Ms. White and unanimously carried. ✓
Ms. White moved to approve warrant for \$63,278.05, page 3985, seconded by Mr. Little and unanimously carried. ✓
Mr. Little moved to approve warrant for \$182,621.59, page 3986, seconded by Mrs. Gladding and unanimously carried. ✓
Mrs. Gladding move to approve warrant for \$126,754.80, page 3987, seconded by Ms. White and unanimously carried. ✓
 - B. PAYROLL REGISTER
Ms. White moved to approve the payroll of \$189,785.23, for the period ending April 24, 2015, page 2130, seconded by Mr. Little and unanimously carried.
Mr. Little moved to approve payroll of \$184,197.99, for the period ending May 8, 2015, page 2131, seconded by Mrs. Gladding and unanimously carried.
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- V. Revision of Non-District Resident Circulation Policy
Mr. Little moved to approve revision of Non-Resident Circulation Policy, seconded by Mrs. Gladding and unanimously carried.

VI. Director's Report

Administration

East Northport Library's 75th Anniversary Celebration was enjoyed by patrons of all ages. The celebration focused on our rich community heritage and the important role a library performs in the community.

There were two very successful programs leading up to our celebration. A program entitled East Northport's Rich Heritage, presented by our own Robert Little, historian and local author. The second, a Long-Timers' Tea, led by our Branch Librarian and myself, which provided an opportunity to recall places of the past and relive events while sharing in the company of longstanding community members.

Once again, our annual security guard meeting provided an opportunity to review policies and procedures while learning techniques from one another gained through decades of experience.

Adult and Teen Services

Our librarians visited the ESL class at Northport Middle School and spoke with 9 students and teachers about library programs and services. The database, Pronunciator, was demonstrated and information was shared about the Let's Talk conversation group held on Friday evenings at the East Northport Library. All the students were from Spanish-speaking countries except for one who was from Turkey.

LI Pop Con hosted one of our librarians as a panelist for two separate presentations. One panel was on pop culture fans and the second on the role of self-publishing and fan fiction in public libraries.

Building and Grounds

The gardens around the buildings have been mulched, colorful annuals planted, and sprinklers enabled. The pedestrian pathways connecting June Avenue to the Northport parking lot have been widened through aggressive trimming of the barberry bushes that flank them.

The carpet was replaced in the East Northport reading room just in time for our anniversary celebration. The custodial staff was very instrumental in accomplishing this project after the library closed by moving furniture. This helped to secure a discounted price on installation costs.

All five restrooms in East Northport received new counters, sinks, hands-free plumbing fixtures, and a fresh coat of paint.

The ejector pit and septic system received the required periodic maintenance in anticipation of our upcoming celebration and baseball season.

Children and Family Services

Wing-It-Wednesday attracted 55 adults and children to this afternoon drop-in craft program.

Books and cheer were brought to the children in Huntington Hospital. A storytime was held at the Dolan Center and a stack of our donated children's books were left in the waiting room for children to take.

Our Mothers' Center coordinator attended a Mom-Mentum training in order to maintain her certification. Mothers' Center programs offer opportunities for discussion and connection with other mothers in a safe, non-judgmental, environment.

Circulation

The new borrowing bags have been a hit with patrons, particularly for those who were either not planning on stopping in or who were only picking up one item but left with twelve. Forty-two bags are currently checked out.

Some East Northport CD cases were missing discs when the items were being checked out. To ensure this was not a wide-spread problem, an inventory project was initiated. In total, 9 items were missing and 8 others were found to have empty cases. These findings evidenced very little loss of a collection with more than 1,800 items.

Community Services

A docent from the Nassau County Museum of Art presented a program entitled Women Artists You Should Know to 59 patrons in attendance.

Professor Richard Murdocco from Stony Brook spoke about Understanding Depression and Anxiety to an audience of 77 patrons.

Our first Northport shredding event provided 130 patrons a secure method of disposing of their unwanted documents. Last year, our East Northport event assisted 122 patrons.

The Friends of the Library sponsored the raffle prize for East Northport Library's 75th Anniversary scavenger hunt. Patrons used their library passport, filled with clues, to discover collections and services and complete their raffle entry for an Amazon HD Fire.

Network and Systems

A number of weekend nights and into the early hours of the morning were spent rewiring, reconfiguring, and cleaning the equipment in the Northport server room. This work was scheduled during the hours that we were closed to minimize its impact on patrons and staff.

A security camera reseller and installer has been selected. Plans are being prepared and reviewed based on multiple walk-throughs. Updated floorplans have been created to delineate security camera placement and their respective coverage.

VII. PERSONNEL REPORT

Mrs. Gladding moved to approve "B. New Employee" in the Personnel Report, seconded by Ms. White and unanimously carried.

Ms. White moved to approve "C. Resignation" in the Personnel Report, seconded by Mrs. McGrail and unanimously carried.

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

VIII. 2015 ADDITIONAL LIBRARY CLOSINGS

Mr. Little moved to approve the additional Library closings for 2015, seconded by Mrs. Gladding and unanimously carried.

IX. COMMUNICATIONS

X. PERIOD FOR PUBLIC EXPRESSION

XI. OTHER BUSINESS

Mrs. McGrail moved to appoint Christine Spinelli CPA, as internal auditor for the remainder of the fiscal year 2014-2015, seconded by Mrs. Gladding and unanimously carried.

At this time, SCLS has 25 libraries participating in the regional Government Efficiency Plan for the New York State Tax Freeze.

XII. DATES OF FUTURE MEETINGS

Thursday, June 18, 2015, 10:00am – Regular Board Meeting

Thursday, July 16, 2015, 10:00am – Annual Reorganization Meeting

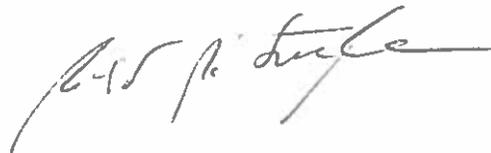
11:00am – Regular Board Meeting

12:00 noon – Staff Recognition Ceremony and Luncheon

XIII. ADJOURNMENT

Mr. Little moved to adjourn the Regular Meeting at 11:27am, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. Little", written in a cursive style.

Robert Little
Secretary

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Non-District Resident Circulation Policy

The Northport-East Northport Public Library is a member of the Suffolk Cooperative Library System (SCLS) and follows the SCLS Resource Sharing Code as established by SCLS and its member libraries. It is the intent of the Northport-East Northport Public Library to make as much of its collection as possible available for borrowing by direct access and interlibrary loan.

Any borrower possessing a valid full-service borrower's card, in good standing, issued by a member library of SCLS may utilize the resources of the Northport-East Northport Public Library and borrow the same items available to a Northport-East Northport Public Library cardholder through direct access and interlibrary loan.

~~The only materials that are not available for borrowing by direct access and interlibrary loan are new materials, CD ROMs, Playaways, and test preparation books which may be restricted according to the SCLS Resource Sharing Code.~~

The following restrictions may apply to non-district residents:

- a) Materials which do not circulate locally by reason of their inclusion in a special collection.
- b) Any material which is in high demand.
- c) Materials which have been in a library's collection less than one year.

PERSONNEL REPORT
Approval of the Following Personnel Matters
May 21, 2015

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>
Todd Latchford, Jr.	PT Library Clerk/Step 1	Circulation	06/01/15

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Lisa Courter	PT Library Clerk/Step 6	Children & Family	06/12/15

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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Promotion

Heather Larkin	Senior Library Clerk/Step 11	Circulation – EN	05/25/15
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Seasonal Pages

Chelsea Cirruzzo	Page/\$8.75 hr.	Children & Family	06/15/15 – 08/11/15
Julia Jozefowski	Page/\$8.75 hr.	Children & Family	06/15/15 – 08/11/15
Emma LaBott	Page/\$8.75 hr.	Children & Family	06/15/15 – 08/11/15
Julia Menges	Page/\$8.75 hr.	Children & Family	06/15/15 – 08/11/15
Olivia Rizzo	Page/\$8.75 hr.	Children & Family	06/15/15 – 08/11/15
Kimberly Washburn	Page/\$8.75 hr.	Children & Family	06/15/15 – 08/11/15

VIII. 2015 Additional Library Closings (Motion required)

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2015 Additional Library Closings

East Northport Festival

September 11, 2015 (Friday)

East Northport Building Close at 5:00 PM

September 12, 2015 (Saturday)

East Northport Building Close all day

Cow Harbor Weekend

September 19, 2015 (Saturday)

Northport Building Open at 10:00 AM

September 20, 2015 (Sunday)

Northport Building Close all day