

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JUNE 18, 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 June 18, 2015.

- I. Mr. Little called the meeting to order at 10:27am. Also present were Margaret Hartough, 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
Ms. White moved to approve the minutes of May 21, 2015 as amended, seconded by Mrs. McGrail and unanimously carried.
- IV. FINANCIAL SECRETARY & TREASURER'S REPORT
 - A. Approval of Warrants
Mrs. McGrail moved to approve warrant for \$180,511.81, page 3988, seconded by Mr. Little and unanimously carried.
Mr. Little moved to approve warrant for \$34,504.80, page 3989, seconded by Mrs. Gladding and unanimously carried.
Mrs. Gladding moved to approve warrant for \$159,656.12, page 3990, seconded by Ms. White and unanimously carried.
Ms. White moved to approve warrant for \$ 176,522.23, page3991, seconded by Mrs. McGrail and unanimously carried.
Mrs.McGrail moved to approve warrant for \$35,407.89, page 3992, seconded by Mr. Little and unanimously carried.
Mr. Little moved to approve warrant for \$9,052.33, page 3993, seconded by Mrs. Gladding and unanimously carried.
 - B. Payroll Register
Mrs. Gladding moved to approve the payroll of \$182,333.24 for the period ending May 22, 2015, page 2132 seconded by Ms. White and unanimously carried.
Ms. White moved to approve the payroll of \$180,916.72, for the period ending June 5, 2015, page 2133 seconded by Mrs. McGrail and unanimously carried.
 - C. Review of monthly expenditures
 - D. Review of statistical summary

V. COMMUNICATIONS

Mrs. Hartough read a thank you letter from Northport Nursery School for the Library visit.

Mrs. Hartough read a letter from Renee Capitanio regarding her employment.

VI DIRECTOR'S REPORT

Administration

Plans are underway to reconfigure the adult book collection in East Northport to increase patron space and integrate additional small meeting rooms on the mezzanine. This will be accomplished by moving some subject-specific collections from the mezzanine to the main floor, streamlining our print reference collection, and reviewing the utilization of older non-fiction titles.

Administration viewed a mental health accommodations webinar to gain insights into workplace situations and possible solutions. The second part, addressing physical health accommodations, will take place next week.

The carpeting in the periodical area adjacent to the Northport Café has been replaced with a more durable and stain-resistant carpeting. The color and pattern creates a striking new sophisticated look for this area.

A meeting with the owner of our landscaping maintenance provider gave us an opportunity to reevaluate the overgrown plantings and invasive weeds that are dominating our landscape. A more formal and much cleaner look will be implemented for the front entrance of the Northport building.

Adult and Teen Services

The library staff has been actively posting to our Instagram page which now has 340 followers. We have been receiving very positive comments from all across the country.

Our Bygone Bestseller Collection is expanding to include bestselling non-fiction titles to support the successful non-fiction book discussion group.

The Long Island Libraries Resource Council is moving the Long Island Memories historical images collection to a new statewide website, New York Heritage Collections. Expansion of this collection will take a temporary hiatus while the transition takes place.

Library staff attended the Macmillan, Simon & Schuster previews and Book Expo America event in New York City. These opportunities provide free books and excellent contacts in the publishing industry which can later lead to author visits.

Over 120 patrons attended the Northport High School's Fashion Design and Illustration class annual fashion show at the library. This partnership with the school also brings parents into the library who may not be frequent library users.

Building and Grounds

Local woodworkers have completed the restoration of 9 reading room chairs from the Northport building. These chairs started falling apart a few years ago and were stored until the craftsman were able to make the needed repairs. There are still a few chairs in storage, but the number of available seats have noticeably increased upon the return of their fallen comrades.

The damaged exterior book return, covered by our insurance, was replaced at East Northport. The standard color choices have changed since the prior two units were purchased so their finishes do not match. The new book return also has some upgraded features. Since our oldest exterior unit is now the East Northport media return, a replacement is anticipated in the not too distant future.

Our annual fire alarm inspection revealed a deficiency in the synchronization of the strobes in East Northport. The Disability Act requires that all strobes work in unison so service has been scheduled to remedy this problem.

Children and Family Services

Twelve school groups visited the library and the first of numerous storytime visits was made to a local preschool. A new sticker was designed for the students to proudly wear announcing their in-school library visit.

A new activity table augments the Museum Cove along with some soft seating blocks. Carpet squares are also being utilized during storytimes to help define personal space for each child and monitor the number of children in the room.

Circulation

Despite regular maintenance and an occasional replacement part, the library card printer is beginning to show its age. Patience and gentle coaxing will allow us to postpone its inevitable replacement.

Community Services

Former Legal Aid attorney, George Roach, spoke about Elder Law to an audience of 64 patrons. The Library recorded his presentation and created DVD's of the program for the circulating collection.

In observance of National Safe Boating Week, the Town of Huntington asked us to host Ed Carr, Director of Huntington's Maritime Services, to speak about The Wreck of the Gwendoline Steers. Sixty patrons were in attendance.

Network and Systems

Battery packs providing backup power for the East Northport server room have been replaced. These new batteries are smaller which provides additional space to accommodate the new security equipment.

The four AED units, purchased in 2002, needed to have their batteries replaced. We decided to replace the entire unit instead since the new AEDs are warrantied, easier to use and provide self-monitoring.

VII. PERSONNEL REPORT

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

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

Ms. White 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 Mr. Little and unanimously carried.

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

Mrs. Gladding moved to approve "E. Other" in the Personnel Report Addendum, seconded by Ms. White and unanimously carried.

VIII. PERIOD FOR PUBLIC EXPRESSION

XI. REVIEW OF CLEANING CONTRACT BIDS

Ms. White moved to approve the following resolution:

WHEREAS Rainbow Maintenance and Cleaning is the lowest bidder for both the Northport Library and the East Northport Library buildings and have been deemed responsible: THEREFORE the Board of Trustees of the Northport-East Northport Public Library is awarding the cleaning contracts for July 1, 2015 through June 30, 2018, to Rainbow Maintenance and Cleaning.

The motion was seconded by Mrs. McGrail and unanimously carried.

X. OTHER BUSINESS

The Northport-East Northport Library will be participating with other libraries in Suffolk County in a Radio and TV campaign.

Sixty-five patrons attended the workshop on Narcan, held at the Northport Library on June 17, 2015.

XI. DATES OF FUTURE MEETINGS

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

11:00am – Regular Board Meeting

12:00 Noon – Staff Recognition Ceremony and Luncheon

Thursday, August 13, 2015, 10:00am – Financial Only

XII. ADJOURNMENT

Mr. Little moved to adjourn the Regular Meeting at 11:54am seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,



Robert Little
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
June 18, 2015

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Nina Callahan	Page/\$8.95 hr.	NP Circulation	July 13, 2015
Jessica Camenzuli	Page/\$8.95 hr.	Children and Family Svcs	July 13, 2015
Grace Campbell	Page/\$8.95 hr.	Local History	July 13, 2015
Christine Cassidy	Page/\$8.95 hr.	Adult and Teen Svcs	July 13, 2015
Christine Condon	Page/\$8.95 hr.	Children and Family Svcs	July 13, 2015
Colin Connors	Page/\$8.95 hr.	Children and Family Svcs	July 13, 2015
Marissa D'Alonzo	Page/\$8.95 hr.	Children and Family Svcs	July 13, 2015
Ryan Dillon	Page/\$8.95 hr.	NP Circulation	July 13, 2015
Aidan Dwyer	Page/\$8.95 hr.	NP Circulation	July 13, 2015
Amanda Glassner	Page/\$8.95 hr.	NP Circulation	July 13, 2015
Georgiana Kaloudis	Page/\$8.95 hr.	NP Circulation	July 13, 2015
Brian Lambert	Page/\$9.05 hr.	EN Circulation	July 13, 2015
Michelle McDonald	Page/\$8.95 hr.	NP Circulation	July 13, 2015
Max Martuscello	Page/\$8.95 hr.	NP Circulation	July 13, 2015
Joseph Monroy	Page/\$8.95 hr.	NP Circulation	July 13, 2015
Mary Ann Morrisroe	Page/\$12.10 hr.	EN Circulation	July 13, 2015
Grace Mortimer	Page/\$8.95 hr.	Adult and Teen Svcs	July 13, 2015
Colleen Murphy	Page/\$8.95 hr.	Children and Family Svcs	July 13, 2015
Olivia Neumann	Page/\$8.95 hr.	NP Circulation	July 13, 2015
Lisa Oliveri	Page/\$10.10 hr.	Children and Family Svcs	July 13, 2015
Kathleen Ritchel	Page/\$8.95 hr.	Children and Family Svcs	July 13, 2015
Mary Jane Ritter	Page/\$12.35 hr.	Adult and Teen Svcs	July 13, 2015
Miranda Schmidt	Page/\$8.95 hr.	Children and Family Svcs	July 13, 2015
Hannah Van Wickler	Page/\$8.95 hr.	Children and Family Svcs	July 13, 2015
Abigail Vogt	Page/\$8.95 hr.	Children and Family Svcs	July 13, 2015
Matthew Washburn	Page/\$8.95 hr.	Children and Family Svcs	July 13, 2015
Patricia Welsh	Page/\$11.35 hr.	EN Circulation	July 13, 2015
Charles Bravo	Security Guard/\$17.89 hr.		July 13, 2015
Vincent Catalano	Security Guard/\$20.19 hr.		July 13, 2015
James Grillo	Security Guard/\$19.69 hr.		July 13, 2015
John Monaco	Security Guard/\$19.69 hr.		July 13, 2015
Robert Norwood	Security Guard/\$19.19 hr.		July 13, 2015
Ralph Pellegrino	Security Guard/\$20.19 hr.		July 13, 2015
Efrain Pena	Security Guard/\$18.29 hr.		July 13, 2015
Peter Perotti	Security Guard/\$18.29 hr.		July 13, 2015
Jeffrey Poeira	Security Guard/\$17.89 hr.		July 13, 2015
Salvatore Rapisardi	Security Guard/\$23.21 hr.		July 13, 2015
Charles Sentowski	Security Guard/\$21.40 hr.		July 13, 2015
Luigi Suriano	Security Guard/\$20.19 hr.		July 13, 2015
Marilyn Barker	Café Worker/\$11.00 hr.	Community Svcs	July 13, 2015
Joyce Bernat	Café Worker/\$15.00 hr.	Community Svcs	July 13, 2015
Florence Gorman	Café Worker/\$12.50 hr.	Community Svcs	July 13, 2015
Kathleen Gross	Café Worker/\$9.50 hr.	Community Svcs	July 13, 2015
Jill Krahel	Café Worker/\$12.00 hr.	Community Svcs	July 13, 2015
Jill Kuehn	Café Worker/\$12.00 hr.	Community Svcs	July 13, 2015
Barbara Minogue	Café Worker/\$9.50 hr.	Community Svcs	July 13, 2015
Caroline Prisco	Café Worker/\$12.50 hr.	Community Svcs	July 13, 2015
John Souto	Café Worker/\$13.25 hr.	Community Svcs	July 13, 2015

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Regina Sammis	Seasonal Page/\$8.75 hr.	EN Circulation	July 3, 2015
Carolyn Cooney	Page/\$8.75 hr.	EN Circulation	July 20, 2015
E. Renee Capitanio	Part-time Librarian I/Step 15	Adult and Teen Services	June 30, 2015

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Kimberly Washburn	Seasonal Page	Children and Family Services	June 15, 2015
Lauren Pollock	Part-time Page	East Northport Adult And Teen Services	June 10, 2015

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
E. Renee Capitanio	Part-time Librarian I	Adult and Teen Services	June 29, 2015

E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Abigail Vogt	Page	Children & Family	June 29-July 8, 2015
Colin Connors	Page	Children & Family	June 29-July 6, 2015
John Monaco	Security		June 17-July 15, 2015

PERSONNEL REPORT
ADDENDUM
Approval of the Following Personnel Matters
June 18, 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>
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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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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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