

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JULY 16, 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, July 16, 2015.

- I. Mrs. Hartough called the meeting to order at 11:47 AM. Also present were Andrea Gladding, Elizabeth McGrail, Georganne White, Jacqueline Elsas, Assistant Director Nancy Morcerf and Director James Olney.
- II. THE PLEDGE OF ALLEGIANCE was recited by those attending.
- III. MINUTES OF THE PREVIOUS Meeting. Mrs. McGrail moved to approve the minutes of June 18, 2015 as amended, seconded by Mrs. Elsas and unanimously carried.
- IV. FINANCIAL SECRETARY AND TREASURER'S REPORT
 - A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$178,619.24, page 3994, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$179,825.38, page 3995, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$177,533.56, page 3996, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$4,618.15, page 3997, Seconded by Mrs. Elsas and unanimously carried.
 - B. Payroll Register

Mrs. Elsas moved to approve the payroll of \$186,054.85 for the period ending June 19, 2015, page 2134, seconded by Ms. White and unanimously carried.

Ms. White moved to approve the payroll of \$184,673.27 for the period ending July 3, 2015, page 2135, seconded by Mrs. Gladding and unanimously carried.
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- V. COMMUNICATIONS

Mrs. Hartough read a letter from Mr. Little referencing his thirteen years as a Trustee and thanking the Board for a luncheon and farewell gift.

VI. **DIRECTOR'S REPORT**

Administration

Our new cleaning contractor has been doing a good job at maintaining the buildings. They start their shift by cleaning the Northport building staff areas and restrooms before we close to foster better communication with them and our Buildings and Grounds Department.

Two cushions in the Northport fireside lounge have been reupholstered and window cushions were created for East Northport to provide welcoming reading nooks overlooking the front garden.

A workstation has been modified in the East Northport reference office to provide a workspace for a Technical Services staff member to update item records and create spine labels. This provides a quicker turn-around time since items do not need to be couriered to Northport for processing.

Our entrance welcoming patrons from Laurel Avenue has been greatly improved by removing the overgrown plantings and invasive weeds that had dominated our landscaping.

Adult and Teen Services

The popularity of our Beach Bag Books program yielded a phone call from the staff at Crab Meadow Beach requesting the library to refill the book cart which was completely depleted of books.

Another Narcan training was held at the library to reach the students who might have been away at college during the last program. Over 60 patrons, of all ages, attended this potentially life-saving program.

Systematic cleaning of the DVDs in the adult area has been completed up to titles beginning with the letter M.

Building and Grounds

The interior portion of the HVAC unit which serves the Northport main floor reading room, needed to be retrofitted into the existing ductwork and has been completed. The exterior portion of the HVAC unit serving the main floor reading room in Northport will be installed soon.

An air conditioner, excised from the recently remodeled server room, has been installed in the Museum Cove to be used during programs.

Fire drills have been held in both buildings. The evacuation procedures were implemented flawlessly and the response time by each of the fire departments was exceptional.

Children and Family Services

Each elementary school in the district had a librarian visit to promote our summer activities. Dozens of new book titles were introduced to over two thousand children. Several of the principals will be awarding the students for participating in the Summer Reading Club when they return to school. Both buildings have been decorated to define dedicated Summer Reading Club areas which are both now in highly-visible locations.

The ever-popular butterfly metamorphosis display culminated in a butterfly release in the courtyard captured on video and posted to Facebook.

During the past school year we had fulfilled 161 requests by loaning 481 items through our Special Loan Service For Our Schools.

Circulation

The positive effects from the Summer Reading Club participation are being realized in all areas and evidenced by strong circulation figures.

The aging and declining popularity of the circulating VHS collection has lead us to reduce the remaining items to just a small collection in the Northport building.

The library supplied 116 Military Coupon Books during the past year, up by 6 from last year.

Community Services

The highly-organized and much-anticipated Health and Wellness Fair brought many non-profit agencies together and connected more than 60 patrons with these vital resources.

A Neuropsychologist from North Shore LIJ spoke about Cognition and Aging to an audience of 42 and a screening of Still Alice followed by a discussion led by Kate Anastasia of the Alzheimer's Association had 63 patrons in attendance.

Marc Peyser and Tim Dwyer, authors of Hissing Cousins: The Untold Story of Eleanor Roosevelt Longworth entertained an audience of 80.

Network and Systems

The majority of the work installing the new security equipment has been completed in Northport. We are waiting for two upgraded cameras with night-vision to be installed in the Northport community room. This is the only area during operating hours that may not have sufficient ambient light to record activity.

VII. PERSONNEL REPORT

Mrs. McGrail moved to approve "A. Salary Increase" in the Personnel Report, seconded by Mrs. Elsas and unanimously carried.

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

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

Mrs. Gladding moved to approve "D. Retirements" in the Personnel Report, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve "D. Retirements" in the Personnel Report Addendum, seconded by Mrs. Elsas and unanimously carried.

VIII. PERIOD FOR PUBLIC EXPRESSION

IX. OTHER BUSINESS

James Olney reported that we received an email from the Suffolk Cooperative Library System confirming that the Library has been awarded a \$10,000 grant from the New York State Legislators. This money will be used to replace additional carpeting in the East Northport building.

X. DATES OF FUTURE MEETINGS

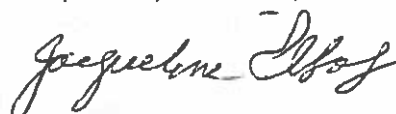
Thursday, August 13, 2015, 10:00 AM – Financial Only

Thursday, September 17, 2015, 10:00 AM – Regular Board Meeting

Wednesday, October 14, 2013, 5:30 PM – Regular Board Meeting

XI. ADJOURNMENT Mrs. Gladding moved to adjourn the Regular Meeting at 12:33 PM, SECONDED BY Mrs. McGrail and unanimously carried.

Respectfully submitted,



Jacqueline Elsas
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
July 16, 2015

A. Salary Increase

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|----------------|----------------------------------|-------------------|-----------------------|
| Samantha Walsh | Librarian I (completion of MLS) | Adult & Teen | 07/06/2015 |

B. New Employees

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|------------------|----------------------------------|-------------------|-----------------------|
| Cassandra Roux | Page | Circulation – EN | 07/20/2015 |
| Kyle Byrne | Page | Circulation – EN | 07/23/2015 |
| Andrew Roniger | Page | Circulation – EN | 07/22/2015 |
| Sophia Rizzo | Page | Adult & Teen | 07/20/2015 |
| Josephine Amorim | Page | Children & Family | 08/10/2015 |
| Sophie Testa | Page | Children & Family | 07/25/2015 |
| Mara Jade Nolan | Page | Circulation N | 08/19/2015 |
| Matthew Kikel | Page | Circulation N | 07/21/2015 |
| Samuel Maritato | Page | Children & Family | 07/25/2015 |
| Casey Macolino | Page | Adult & Teen | 08/03/2015 |

C. Resignations

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|--------------------|----------------------------------|-----------------------|-----------------------|
| Erick Gordy | P/T Librarian I | Adult & Teen | 07/31/2015 |
| Jessica Camenzuli | Page | Children & Family | 08/01/2015 |
| Hannah Van Wickler | Page | Children & Family | 08/01/2015 |
| Georgiana Kaloudis | Page | Circulation Northport | 07/10/2015 |
| Olivia Neuman | Page | Circulation Northport | 08/24/2015 |
| Abigail Vogt | Page | Children & Family | 08/07/2015 |
| Miranda Schmidt | Page | Children & Family | 08/15/2015 |
| Christine Cassidy | Page | Adult & Teen | 08/19/2015 |
| Amanda Glassner | Page | Children & Family | 08/17/2015 |
| Marissa D'Alonzo | Page | Children & Family | 07/24/2015 |
| Grace Mortimer | Page | Adult & Teen | 08/07/2015 |

D. Retirement

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|--------------------|----------------------------------|-------------------|-----------------------|
| Catherine Skadberg | PT Library Clerk | Circulation | 08/01/2015 |

E. Other

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

PERSONNEL REPORT
Approval of the Following Personnel Matters
July 16, 2015
ADDENDUM

A. Salary Increase

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

B. New Employees

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

C. Resignations

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

D. Retirement

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
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|-----------------------|----------------------|-------------------|------------|
| Geraldine E. Levitsky | Senior Library Clerk | Children & Family | 08/07/2015 |
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E. Other

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|