

Northport-East Northport Public Library

Meeting of September 17, 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 September 17, 2015.

- I. Chairperson Margaret Hartough called the meeting to order at 10:05am. Also attending 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 PREVIOUS MEETING

Ms. White moved to approve the minutes of July 16 2015 Reorganization meeting as amended, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve the minutes of July 16, 2015, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve the minutes of August 20, 2015, seconded by Ms. White and unanimously carried.
- IV. FINANCIAL SECRETARY & TREASURER'S REPORT
 - A. Approval of Warrants

Mrs. Gladding moved to approve warrant for \$188,601.72, page 4003, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$170,350.63, page 4004, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$324,053.23, page 4005, seconded by Mrs. Gladding and unanimously carried.
 - B. Payroll Register

Mrs. Gladding moved to approve the payroll of \$188,676.60, page 2139, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$180,776.99, seconded by Ms. White and unanimously carried.
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- V. COMMUNICATIONS

Mrs. Hartough read a letter from SCLS requesting nominees for Trustee position for 2016-2018

VI. DIRECTOR'S REPORT – September 2015

Administration

Our annual Department Head Luncheon provided an opportunity to brainstorm and have a lively discussion of the future of library services.

Administrative attendance at departmental meetings provides an opportunity to keep all staff informed and solicit questions.

A grant application has been filed to help fund the HVAC replacement that serves the Northport mezzanine level.

Adult and Teen Services

The Beach Bag Books program was expanded to include three community beaches this summer. One visitor from another state found this service so astonishing that he included a thank you note and a \$20 bill in the book he returned to the library.

The library participated in two Northport Village Family Fun Nights where we distributed glow necklaces and 'moo-pons'. Over the two nights 285 patron interactions were recorded.

Eighty teen summer programs were offered to 717 participants. The Teen Summer Reading Club had 97 members who read 314 books.

Building and Grounds

The fire sprinkler modifications have been completed in both buildings allowing us to perform the testing as recommended by our insurance underwriter.

Heavy rain has revealed new roof leaks at East Northport. The skylights and flat roof have historically been trouble prone but additional leaks have now appeared in the steeply-pitched shingled roof. Inspections and estimates are being obtained from insured contractors.

The library van has required extensive repairs to ensure its continued safe operation.

The slate floors have been cleaned and sealed by our Buildings and Grounds Staff with a product that enhances the beauty of the natural stone without sacrificing traction.

Children and Family Services

Our Children's Summer Reading Club had 1153 participants and 3,518 patrons attended 90 summer program offerings.

The take-home crafts were once again augmented through online instructional videos. These crafts were enjoyed by 1,656 patrons inspiring the introduction of take-home crafts during school breaks.

Ocean Avenue School earned the Summer Reading Club participation plaque this year with 50.8% of their student body joining the program.

Circulation

Demand for Silver Star coupon booklets was reinvigorated by attractive signage at the Circulation Desk. Over seventy percent of the 124 coupon booklets given out during a four month period were distributed during the first month signage was used. The sign also helped to avoid the sometimes awkward age eligibility questions.

Summer is traditionally our busiest month for Museum Passes and during the last two months we have had our highest usage yet at 325 reservations.

The Library Borrowing Bags also continue to be in high demand with 188 bags currently in circulation.

Community Services

The Simon and Garfunkel Tribute Band with The Guthrie Brothers drew our largest audience yet 340 patrons. All four of our summer courtyard series concerts were well attended. This was a wonderful way to conclude the season.

The Northport Art Coalition annual event "Jazz for a Summer Evening" had a great turnout of 125 patrons in attendance.

Network and Systems

The library card printer has begun to jam again. Another thorough cleaning seems to have deferred its replacement for a few more months.

A new patron counter has been installed at East Northport to replace the failing optical unit. This unit matches the thermal counters that have been successfully in use at Northport for more than a year.

The temperature in the East Northport server room is beginning to reach levels which will affect the longevity and efficiency of the equipment installed. The cooling unit responsible for the entire lower-level is currently assisting in the cooling of this room. A new, larger-capacity unit has been ordered so that this can be remedied before heating season is upon us.

VII. PERSONNEL REPORT

Mrs. McGrail 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. Gladding and unanimously carried.

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

VIII. PERIOD FOR PUBLIC EXPRESSION

Mr. Little asked that we continue our research on the Kerouac collection.

IX. SURVEILLANCE CAMERA POLICY

Mrs. McGrail moved to approve Surveillance Camera Policy, seconded by Ms. White and unanimously carried.

X. STAFF EMAIL POLICY

Mrs. McGrail moved to approve Staff Email Policy, seconded by Ms. White and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney shared with the Board that the Library will be celebrating National Library week with a visit to the Walt Whitman Mall with Snoopy on September 25, 2015.

XII. DATES OF FUTURE MEETINGS

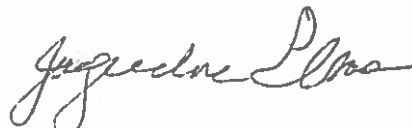
Wednesday, October 14, 2015, 5:30pm-Regular Meeting

Thursday, November, 19, 2015, 10:00am-Regular Meeting

XII. ADJOURNMENT

Ms. White moved to adjourn the meeting at 11:54am, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,



Jacqueline Elsas

Secretary

**WARRANTS
LIBRARY BOARD MEETING
SEPTEMBER 17, 2015**

ACCOUNTS PAYABLE

4003 8/26/15	\$ 188,601.72	One Hundred Eighty Eight Thousand Six Hundred One Dollars & Seventy Two Cents
4004 9/9/15	\$ 170,350.63	One Hundred Seventy Thousand, Three Hundred Fifty Dollars, & Sixty Three Cents
4005 9/17/15	\$ 324,053.23	Three Hundred Twenty Four Thousand, Fifty Three Dollars, & Twenty Three Cents

PAYROLL REGISTER

2139 8/28/15	\$ 188,676.60	One Hundred Eighty Eight Thousand, Six Hundred Seventy Six Dollars, & Sixty Cents
2140 9/11/15	\$ 180,776.99	One Hundred Eighty Thousand, Seven Hundred Seventy Six Dollars, & Ninety Nine Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
September 17, 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>
Regina Dlugokencky	PT Librarian I/Step 1	Adult & Teen Services	09/21/15
Leah Isaac	PT Librarian I/Step 1	Adult & Teen Services	09/21/15
Christine Andrews	PT Library Clerk/Step 1	Circulation Services	09/21/15
Joan Boyle	PT Library Clerk/Step 1	Circulation Services	09/21/15
Kathleen Zazzaro	PT Library Clerk/Step 1	Circulation Services	09/21/15
Kathleen Kelly	Café Worker/\$9.25 hr.	Community Services	09/21/15

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Todd Latchford	PT Library Clerk/Step 1	Circulation Services	09/02/15
Mary Jane Ritter	Page/\$12.35 hr.	Adult & Teen Services	09/24/15

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>
Promotion			
Michelle Rung	Librarian III/Step 9	Community Services	09/21/15
Kathleen Gross	PT Library Clerk/Step 1	Circulation Services	09/21/15

Request for Leave of Absence

John Ballarano	Page/\$8.75 hr.	Adult & Teen Services	08/27/15 – 09/09/15
Caroline Prisco	Café Worker/\$12.50 hr.	Community Services	08/18/15 – 11/06/15
Angela Lauth	PT Library Clerk/Step 11	Circulation Services	09/12/15 – 03/12/16

Northport-East Northport Public Library Surveillance Camera Policy

The Northport-East Northport Public Library's use of surveillance cameras is just one of the measures taken to provide a safe and secure environment for staff and patrons. The equipment also assists in protecting the Northport-East Northport Public Library and its property against theft or vandalism and in identifying intruders and persons violating the law.

Surveillance cameras are positioned to monitor security-sensitive areas including building entrances and exits, and high-traffic areas within and outside the buildings. Surveillance cameras are also positioned to monitor areas where specialized and/or costly equipment is installed or stored.

Routinely-recorded information from the surveillance cameras is retained for no more than 21 days. Recordings of an accident situation or unlawful activity such as incidents involving suspicion of theft, vandalism, trespass, or destruction of Northport-East Northport Public Library property may be maintained indefinitely. In the event of an observed or reported incident, the recorded information may be used to assist in the investigation of the incident. Northport-East Northport Public Library will maintain control of and responsibility for the security surveillance equipment and its recordings at all times.

Use/Disclosure of Recordings from Surveillance Cameras

Recordings from surveillance cameras may be used by authorized individuals to identify responsibility for accident situation or unlawful activity on Northport-East Northport Public Library property. Recordings may be used to request law enforcement review for investigating a possible accident situation or unlawful activity on Northport-East Northport Public Library property.

All requests for security camera footage by law enforcement will be referred to the Northport-East Northport Public Library Director. In the Director's absence, requests should be directed to the Assistant Director or the Branch Librarian. Upon presentation of a search warrant or court order, which is to be executed immediately, the Northport-East Northport Public Library will comply with the search warrant subject to consultation with legal counsel. Upon receipt of a subpoena or other court order, the Northport-East Northport Public Library will consult with legal counsel to determine if the document is in proper form and that good cause exists for its issuance from a court of proper jurisdiction. If not, the Northport-East Northport Public Library will require that any defect be remedied prior to releasing any surveillance camera recordings.

Confidentiality and privacy issues prohibit members of the staff or general public from viewing the Northport-East Northport Public Library's security camera footage. If the Northport-East

Northport-East Northport Public Library

Staff Email Policy

The purpose of this email policy is to ensure the proper use of Northport-East Northport Public Library's email system and inform staff members of what the Library deems as acceptable and unacceptable use of its email system.

REQUIREMENTS

Email is a business communications tool and staff are obliged to use this tool in a responsible, effective and lawful manner in order to further the Library mission. Although email seems less formal than other forms of written communication, the same requirements apply.

It is prohibited to:

- Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks, or which may be viewed as promoting discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability, sexual preference, or which promotes or condones sexual harassment or personal political or religious beliefs and practices. If you receive an email of this nature, you must promptly notify your supervisor or Administration.
- Send or forward emails for personal business matters or any outside business activities, political activity, fundraising, or charitable activity not related to the employee's duties at the Library or sponsored by the Library.
- Forward a message or attachment with sensitive information without acquiring permission from the sender first.
- Send or forward unsolicited email messages.
- Send email messages using another person's email account.

The Library and the staff member can be held responsible for any violation of these rules.

EMAIL ACCOUNTS

All email accounts maintained on our email system are property of the Northport-East Northport Public Library.

- Use of Staff Email Accounts
 - Staff are required to use their staff email accounts, rather than their personal email accounts, for all work-related communications.

- All staff are advised that any email relating to their responsibilities at the Library from a personal email account or service may be subject to public disclosure and would not be considered confidential.
- Passwords
 - Use a combination of letters, numbers and special characters for passwords.
 - Passwords should not be shared with others.
 - Staff will be prompted to change their passwords once a year.
 - The use of passwords should not provide staff with an expectation of privacy in the respect to anything they create, store, send or receive on the Library's email system.
 - Upon request, all passwords relating to Library email accounts shall be provided to the Director.
- End of employment
 - Upon end of a staff member's employment by the library, the staff member will no longer be able to access their staff email account.
 - Archived messages may be retained or distributed to other staff members if the Library's Director deems it to be in the best interest of the Library.
 - The remaining messages will be deleted, along with the account.

PRIVACY & SYSTEM MONITORING

Staff members expressly waive any right of privacy in anything they create, store, send or receive on the Library's email system. The Library may, but is not obliged to, monitor emails without prior notification. If there is evidence that a staff member is not adhering to the guidelines set in this policy, the Library reserves the right to take disciplinary or legal action.

All staff are notified that absent a privilege or exception recognized by law, emails and other electronic communications related to Library responsibilities are considered public documents and subject to public disclosure pursuant to applicable law.

PERSONAL USE OF STAFF EMAIL ACCOUNTS

The Library's email system is meant for business use.

- Incidental personal usage with colleagues, if it is reasonable and does not interfere with work, is permitted.

- Staff may not use their staff email accounts for the following activities without permission from Administration:
 - Signup for a personal account on social media sites.
 - Apply for promotional contests for personal gain.
 - Coupon/retail promotions and subscriptions unless directly related to staff duties, and for the sole benefit of the Library.

PROFESSIONALISM

All business communications should comply with the Northport-East Northport Public Library Staff Email Guidelines. These guidelines are available on the staff website and in the Administration office.

AWAY MESSAGES

Staff are required to set an “away message” if they will be unreachable by email for more than two business days.

FREQUENCY OF CHECKING STAFF EMAIL ACCOUNTS

Library and Departmental announcements may be made via the email system. Staff are expected to check their email account at least once during their shift.

