

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF MARCH 22, 2016

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 Tuesday, March 22, 2016.

- I. Chairperson Margaret Hartough called the meeting to order at 5:39pm. Also present were Elizabeth McGrail, Georganne White, Jacqueline Elsas, Assistant Director Nancy Morcerf and Director James Olney. Andrea Gladding was absent with prior notice.
- II. THE PLEDGE OF ALLEGIANCE was recited by those attending.
- III. ADOPTION OF AGENDA
Mrs. McGrail moved to adopt the Agenda, seconded by Ms. White and unanimously carried.
- IV. PERIOD FOR PUBLIC EXPRESSION
- V. MINUTES OF PREVIOUS MEETING
Ms. White moved to approve the minutes of February 18, 2016, as amended, seconded by Mrs. Elsas and unanimously carried.
- VI. FINANCIAL SECRETARY & TREASURER'S REPORT
 - A. Approval of Warrants
Mrs. Elsas moved to approve warrant for \$192,204.07, page 4025, seconded by Mrs. McGrail and unanimously carried.
Mrs. McGrail moved to approve warrant for \$274,642.70, page 4026, seconded by Ms. White and unanimously carried.
Ms. White moved to approve warrant for \$11,408.86, page 4027, seconded by Mrs. Elsas and unanimously carried.
Mrs. Elsas moved to approve warrant for \$176,381.46, page 4028, seconded by Mrs. McGrail and unanimously carried.
 - B. PAYROLL REGISTERS
Mrs. McGrail moved to approve payroll of \$180,785.04, page 2152, seconded by Ms. White and unanimously carried.
Ms. White moved to approve payroll of \$182,170.02, page 2153, seconded by Mrs. Elsas and unanimously carried.
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- VIII. COMMUNICATIONS

VIII. DIRECTOR'S REPORT

Administration

Staff were reminded to be cognizant of their surroundings to ensure their safety, work with their colleagues when situations warrant, and report all issues that arise.

The annual payroll audit has been completed. This audit also provided an opportunity for us to review and update staff emergency contact cards and distribute the email policy and guidelines to the remainder of the staff.

This year's New York Library Association's Advocacy Day had a number of highlights. The governor's budget did not reduce the funding for libraries. The Senate is proposing a \$4 million increase and the Assembly is proposing a \$5 million increase to the governor's budget for library aid. I personally met with Senator Hugh Farley, Chair of Select Committee on Libraries and posed for a photo. I met with both Senator Marcelino and Senator Flanagan and was one of only two individuals Senator Flanagan shook hands with at the Library Champions Reception. I met on multiple occasions and took photos with Assembly members Raia and Lupinacci and was invited onto the Assembly Floor with colleagues from neighboring libraries. Our formal introduction to the Assembly was also broadcast on local television.

Buildings and Grounds

The total is in, sixty-one gallons of paint were applied to interior surfaces of the East Northport building during the two-week period the library was closed for renovation.

The purple leaf plum trees in the Northport courtyard were damaged during a winter storm. Although removal has been recommended for both we are hoping to be able to save the healthier of the two by replanting and staking.

PSEG has completed the Northport building's transfer to their newly-installed gas main. Arranging for a Saturday transfer when no programs were scheduled enabled us to close the building during an undetermined period without heat.

Network & Systems

Sample computer workstations have been ordered for evaluation in preparation for purchases to meet the requirements of our annual replacement plan.

Circulation

A recent computer system enhancement generates library card expiration reminders to be emailed 30-days prior to card expiration. If patrons use their cards at the library during this 30-day period, a renewal pop-up is displayed for staff to facilitate card updates.

Community Services

As the number of summer program offerings have grown, so too has the challenge of fitting everything into the newsletter. Even with additional pages, the current format of the newsletter does not provide enough space. The calendar portion will be removed from the printed newsletter to solve this problem. The calendar will still be available online and printed copies may be picked up at the library. The calendar utilizes a good portion of the newsletter so patron feedback will help gauge the necessity to include the calendar in future newsletters.

A fortunate consequence of the East Northport building closure necessitated the rescheduling of the Advanced Directives program to the Museum Cove in Northport. The participants felt the smaller room created a more personalized experience.

Medicine Collection Day yielded over one hundred pounds of unused pharmaceuticals.

Adult and Teen Services

The media collection has been shifted in Northport to provide room for growth and consolidation of material types. Books on CD are now located near the 900s and DVDs and CDs have each been given their own distinct spaces.

The Apple store is now offering free classes to be held at public libraries. We have already booked an iPad program which will supplement other popular Apple programs sponsored by the library.

Our teen patrons participated in a program called Escape the Room. In collaboration with the Huntington Public Library, the teens explored an interactive game in which they used iPads to FaceTime the other library and solve each other's clues. The challenges included questions that led the teens to books, DVD's, audiobooks, and library databases. Our library won both rounds and they are looking forward to challenging other library's participants.

Children and Family Services

There were 80 entries for our annual Design a Bookmark Contest. Our community has so many talented artists that it was quite a challenge to select only twelve.

Team Jilli Dog Show entertained 159 adults and children, 76 patrons exchanged 734 books at the

Book Swap, and 200 Penguin Pals found their way home as take-home crafts.

The Northport Children's Room was converted into a 12-hole mini golf course providing 86 budding golfers and caddies an opportunity to utilize their hand-eye coordination and math skills to keep score. Library items were ingeniously used to create challenging holes such as: Lyle on the Links, Storming the Castle, Lego-mania, and Book-End Bonanza.

The February display, Love at First Sight, highlighted books with our favorite first lines. Each title was displayed with its first line on a bookmark.

IX. PERSONNEL REPORT

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

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

Mrs. Elsas moved to approved "B. New Employees" in the Personnel Report Addendum, seconded by Mrs. McGrail and unanimously carried.

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

X. OTHER BUSINESS

Mr. Olney shared an email from the Northport Arts Coalition regarding fees paid to performers at the Library.

Upcoming Job Fair March 30, 2016.

Planning changes to entrance at East Northport Building.

XI. DATES OF FUTURE MEETINGS

Tuesday, April 5, 2016, 9:00am-9:00pm-Library Vote

Thursday, April 21, 2016, 10:00am-Regular Meeting

Thursday, May 19, 2016, 10:00am-Regular Meeting

XII. CONVENE IN EXECUTIVE SESSION

Mrs. McGrail moved to convene in Executive Session to discuss staff contract, seconded by Ms. White and unanimously carried.

XIII. ADJOURNMENT

Mrs. Elsas moved to conclude Executive Session and adjourn the Regular Meeting at 7:28pm, seconded by Ms. White and unanimously carried.

Respectfully submitted,

A handwritten signature in black ink that reads "Jacqueline Elsas". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

Jacqueline Elsas
Secretary



Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313
www.nenpl.org

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Tuesday, March 22, 2016, at 5:30 PM** in the Board Conference Room. The Public Information Night will follow in the Museum Cove at 7:30 PM.

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meeting (Motion required)
- VI. Financial Secretary & Treasurer's Report
 - A. Approval of warrants (Motion required)
 - B. Acceptance of payroll registers (Motion required)
 - C. Review of monthly expenditures
 - D. Review of statistical summary
 - E. Acceptance of New York State Annual Report for Public and Association Libraries – 2015 (Motion required)
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Other Business
- XI. Date of next library board meetings:
 - Tuesday, April 5, 2016, 9:00 AM – 9:00 PM – Library Vote
 - Thursday, April 21, 2016, 10:00 AM – Regular Meeting
 - Thursday, May 19, 2016 – Regular Meeting
- XII. Motion to convene in Executive Session to discuss staff contract
- XIII. Adjournment

**WARRANTS
LIBRARY BOARD MEETING
MARCH 22, 2016**

ACCOUNTS PAYABLE

4025 2/24/16	\$ 192,204.07	One Hundred Ninety Two Thousand Two Hundred Four Dollars & Seven Cents
4026 3/22/16	\$ 274,642.70	Two Hundred Seventy Four Thousand, Six Hundred Forty Two Dollars, & Seventy Cents
4027 3/23/16	\$ 11,408.86	Eleven Thousand, Four Hundred Eight Dollars, & Eighty Six Cents
4028 3/09/16	\$ 176,381.46	One Hundred Seventy Six Thousand, Three Hundred Eighty One Dollars & Forty Six Cents

PAYROLL REGISTER

2152 2/26/16	\$ 180,785.04	One Hundred Eighty Thousand, Seven Hundred Eighty Five Dollars, & Four Cents
2153 3/11/16	\$ 182,170.02	One Hundred Eighty Two Thousand, One Hundred Seventy Dollars, & Two Cent

PERSONNEL REPORT
Approval of the Following Personnel Matters
March 22, 2016

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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Matthew Kikel	Page/\$9.00 hr.	Circulation – NPT	03/06/16
Barbara Pancari	Café Worker/\$9.50 hr.	Community Services	03/31/16

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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Request for Leave of Absence Salvatore Rapisardi	Security Guard/\$23.21	Security	07/05/16 – 07/31/16
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Report approved by Board of Trustees


 Secretary

PERSONNEL REPORT
ADDENDUM
Approval of the Following Personnel Matters
March 22, 2016

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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Jason Planteny	Network & Systems Tech Step 1	Network & Systems	04/04/16
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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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Marilyn Barker	Café Worker/\$11.00/hr.	Community Services	03/17/16
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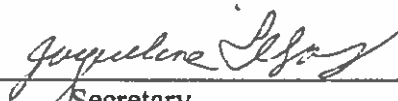
D. Retirement

<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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Report approved by Board of Trustees



Secretary