

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

**MEETING DECEMBER 15, 2016**

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, December 15, 2016.

**I. CALL TO ORDER**

Chairperson Elizabeth McGrail called the meeting to order at 10:06am. Also present were Jacqueline Elsas, Georganne White, Andrea Gladding, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney.

**II. PLEDGE OF ALLEGIANCE was recited by those attending.**

**III. ADOPTION OF THE AGENDA**

Mrs. Elsas moved to approve 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 November 17, 2016, as amended, seconded by Mrs. Hartough and unanimously carried.

**VI. FINANCIAL SECRETARY & TREASURER'S REPORT**

**A. Approval of Warrants**

Mrs. Elsas moved to approve warrant for \$285,112.53, page 4057, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$184,363.36, page 4058, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$148,401.50, page 4059, seconded by Mrs. Elsas and unanimously carried.

**B. Payroll Register**

Mrs. Elsas moved to approve payroll of \$182,703.24, page 2171, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$186,113.32, page 2172, seconded by Mrs. Hartough and unanimously carried.

**C. Review of monthly expenditures**

D. Review of statistical summary

VII. COMMUNICATIONS

VIII. DIRECTOR'S REPORT

**Administration**

Attaining suitable exterior lighting of the school parking lot on Laurel Avenue continues to be a challenge. The seasonal issues of shorter daylight hours associated with a mechanical timer often result in complete darkness on evenings during the fall. Reconfiguration of the parking lot without regards to lighting needs has also created areas of darkness on a year-round basis. Discussions continue with the school district to devise a remedy and ascertain the library's role towards a mutually beneficial outcome.

Department Heads have been reminded that compensatory time should be taken within the week it was earned. In addition, compensatory time may be earned only if scheduled or approved in advance by a supervisor.

The contents of the rental space are being evaluated and items to be retained will be housed in the lower-level storage room of the East Northport building once the shelving from the rental space is relocated.

**Buildings and Grounds**

The re-installation of the new projection screen now displays a bright, vibrantly-colored, high-resolution image. A significant upgrade combined with the new projector recently installed.

The two counters providing workspace for computer 1-4 and 5-8 in the Northport Reading room have been refinished. The process will continue to the large reading room tables once all the computer counters are completed.

To better display the DVDs on deeper, re-purposed bookshelves, 2x4's were cut and painted aubergine to fill the vacant space behind the small media cases.

**Network & Systems**

The media racks in both the Northport and East Northport Community Rooms have been upgraded with new drawers utilizing foam cut-outs and redundant labeling to help quickly identify when items are missing.

Two network switches were replaced and software upgrades were performed on the server during Veteran's Day so as not to impact on library operations. During this time the East Northport Paging System which includes pagers, flashers, and emergency buttons were re-programmed and tested to ensure proper functionality.

#### **Circulation**

Under the auspices as a patron and local resident, our Circulation Department Head attended the full-day AARP SmartDiver program at the library and reported that the instructor provided a very informative class making the time pass quickly.

A Circulation Clerk once again attended the New Mother's Group to provide a comfortable environment for them to obtain library cards for the newest members of their family.

#### **Community Services**

Our second annual scarves, hats, mittens, and gloves drive sponsored by the Family Service League has begun and will continue through January 8. Many new and hand-made items have already been donated necessitating multiple pick-ups by the Family Service League.

In November, a very colorful and interesting gallery exhibit, in both buildings, featured veteran artists from the Veterans Affairs Medical Center in Northport.

Sixty-two patrons were taken on a musical journey of Jewish music from Eastern Europe through two World Wars and into American mainstream at the Northport Arts Coalition's sponsored performance *Raisins & Almonds*.

Banjo Bob and Crazy Henry entertained 53 patrons with their comical rendition of music from the roaring 20s through the fabulous 50s.

The Friends of the Library have purchased two new passes for *The Frick Collection* in Manhattan. This museum is best known for its distinguished Old Master paintings and outstanding examples of European sculpture and decorative arts.

#### **Adult and Teen Services**

On the last session of the *English as a Second Language* class, the instructor and her family provided a Thanksgiving celebration to the students featuring a home-cooked turkey. The students learned about why Americans celebrate Thanksgiving and the traditional dishes served during the holiday.

In preparation for the library's showing of the *Elf* movie, Buddy, a life-sized cutout of the elf character, has been spotted among our shelves and documented via social media.

Librarians from our staff had an opportunity to tour the Innovations Lab at Stony Brook University, a collaborative, project-driven space featuring 3D printers, green screens, sewing machines, vinyl cutters, whiteboard walls, conference room, and more. A number of the specialized pieces of equipment that were in use at the Innovations Lab are currently available for our library to borrow from the Suffolk Cooperative Library System.

#### **Children and Family Services**

A Veterans' Day display for children invited them to draw pictures or write thank you letters to soldiers. Forty-two touching submissions were delivered to those having served our country through the Wounded Warrior Project.

Through a grant from the Staller Center for the Arts, 44 patrons got to touch and play woodwind, string, brass, and percussion instruments with Stony Brook University music students at our *Musical Instrument Petting Zoo*. We were also able to offer a small group experience in the Museum Cove thanks to musical volunteers from Northport High School for children who might have been overwhelmed by the activity in the Community Room.

We celebrated Curious George's 75<sup>th</sup> birthday with games, crafts, story times, and a photo opportunity with The Man with the Yellow Hat.

We hosted the Special Education PTA monthly meeting which provided an opportunity for librarians to demonstrate several library databases, describe our inclusion programs, feature materials from our Educators and Parents Collections, and conduct a tour of the Children's Room. A number of our public school administrators were also in attendance to see the many resources available at the public library.

#### **IX. PERSONNEL REPORT**

Mrs. Elsas move to approve "A. Salary Increase" in the personnel report, seconded by Ms. White and unanimously carried.

Ms. White moved to approve "B. New Employees" in the personnel report, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve "E. Other" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

X. BANK RESOLUTION

Mrs. Elsas moved to approve Bank Resolution seconded by Ms. White and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney received a letter from NY State Insurance Fund removing the Library from the high risk category.

Mr. Olney shared a thank you letter from the Northport VA, thanking the staff for donations.

Mr. Olney discussed options for the Kerouac manuscript.

XII. DATES OF FUTURE MEETINGS

Thursday, January 19, 2017, 10:00am - Budget Work Session

Thursday, January 19, 2017, 11:00am - Regular Meeting

Thursday, February 16, 2017, 10:00am - Regular Meeting

XIII. MOTION TO CONVENE IN EXECUTIVE SESSION

Mrs. Gladding moved to convene in Executive Session to discuss staff contract at 10:10am, seconded by Mrs. Hartough and unanimously carried.

Mrs. Gladding moved to come out of Executive session at 10:30am, seconded by Mrs. Hartough and unanimously carried.

XIV. ADJOURNMENT

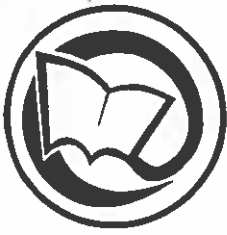
Mrs. Elsas moved to adjourn the regular meeting at 12:05pm, seconded by Ms. White and unanimously carried.

Respectfully Submitted,



Margaret Hartough

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](http://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 **Thursday, December 15, 2016, 10:00 AM** in the Board Conference Room.

## 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
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required) (to be distributed at meeting)
- X. Bank Resolution (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:  
Thursday, January 19, 2017, 10:00 AM – Budget Work Session  
Thursday, January 19, 2017, 11:00 AM – Regular Meeting  
Thursday, February 16, 2017, 10:00 AM – Regular Meeting
- XIII. Motion to convene in Executive Session to discuss staff contract
- XIV. Adjournment

**LIBRARY BOARD MEETING  
DECEMBER 15, 2016**

**ACCOUNTS PAYABLE**

<b>4057 11/16/16</b>	<b>\$ 285,112.53</b>	<b>Two Hundred Eighty Five Thousand, One Hundred Twelve Dollars, &amp; Fifty Three Cents</b>
<b>4058 11/30/16</b>	<b>\$ 184,363.36</b>	<b>One Hundred Eighty Four Thousand, Three Hundred Sixty Three Dollars, &amp; Thirty Six Cents</b>
<b>4059 12/15/16</b>	<b>\$ 148,401.50</b>	<b>One Hundred Forty Eight Thousand, Four Hundred One Dollars, &amp; Fifty Cents</b>

**PAYROLL REGISTER**

<b>2171 11/18/16</b>	<b>\$ 182,703.24</b>	<b>One Hundred Eighty Two Thousand, Seven Hundred Three Dollars, &amp; Twenty Four Cents</b>
<b>2172 12/2/16</b>	<b>\$ 186,113.32</b>	<b>One Hundred Eighty Six Thousand, One Hundred Thirteen Dollars, &amp; Thirty Two Cents</b>

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
December 15, 2016

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Michelle DeNunzio	Café Worker/\$ 10.50 hr.	Community Services	12/31/16
Denise DeSousa	Café Worker/\$ 10.50 hr.	Community Services	12/31/16
Kathleen Kelly	Café Worker/\$ 10.50 hr.	Community Services	12/31/16
Kim Langendorfer	Café Worker/\$ 10.50 hr.	Community Services	12/31/16
Barbara Minogue	Café Worker/\$ 10.50 hr.	Community Services	12/31/16
Morgan Rooney	Café Worker/\$ 10.50 hr.	Community Services	12/31/16
Josephine Amorin	Page/\$ 10.00 hr.	Chldren & Family – EN	12/31/16
Caleigh Byrne	Page/\$ 10.00 hr.	Circulation – Npt	12/31/16
Margo Campbell	Page/\$ 10.00 hr.	Circulation – Npt	12/31/16
Christine Cassidy	Page/\$ 10.00 hr.	East Northport	12/31/16
Jisu Choi	Page/\$ 10.00 hr.	Circulation – EN	12/31/16
Christine Condon	Page/\$ 10.00 hr.	Chldren & Family – EN	12/31/16
Brigid Conner	Page/\$ 10.00 hr.	Chldren & Family – EN	12/31/16
Carolyn Cooney	Page/\$ 10.00 hr.	Circulation – EN	12/31/16
Brenna Engelhardt	Page/\$ 10.00 hr.	Circulation – Npt	12/31/16
Emily Faltings	Page/\$ 10.00 hr.	Circulation – EN	12/31/16
Patrick Gibbons	Page/\$ 10.00 hr.	Chldren & Family – Npt	12/31/16
Sarah Glassner	Page/\$ 10.00 hr.	Circulation – Npt	12/31/16
Amy Guethlein	Page/\$ 10.00 hr.	Chldren & Family – EN	12/31/16
Dori-Jo Gutierrez	Page/\$ 10.00 hr.	Chldren & Family – Npt	12/31/16
Eileen Heinzman	Page/\$ 10.00 hr.	Adult & Teen Services	12/31/16
Delaney Herrmann	Page/\$ 10.00 hr.	Chldren & Family – EN	12/31/16
Sarah Jampol	Page/\$ 10.00 hr.	Circulation – Npt	12/31/16
Matthew Joyce	Page/\$ 10.00 hr.	Circulation – Npt	12/31/16
Brian Lambert	Page/\$ 10.00 hr.	Circulation – EN	12/31/16
Casey Macolino	Page/\$ 10.00 hr.	Adult & Teen Services	12/31/16
Samuel Maritato	Page/\$ 10.00 hr.	Chldren & Family – Npt	12/31/16
Angela Miles	Page/\$ 10.00 hr.	Circulation – EN	12/31/16
Kennedy Moeller	Page/\$ 10.00 hr.	Chldren & Family – EN	12/31/16
Joseph Monroy	Page/\$ 10.00 hr.	Circulation – Npt	12/31/16
Josiah Otoo-Mensah	Page/\$ 10.00 hr.	Circulation – Npt	12/31/16
Sophie Rizzo	Page/\$ 10.00 hr.	Adult & Teen Services	12/31/16
Jillian Ruder	Page/\$ 10.00 hr.	Chldren & Family – Npt	12/31/16
Emily Sherman	Page/\$ 10.00 hr.	Circulation – Npt	12/31/16
Jennifer Smith	Page/\$ 10.00 hr.	Chldren & Family – EN	12/31/16
Sophie Testa	Page/\$ 10.00 hr.	Chldren & Family – Npt	12/31/16
Natalie Van Wickler	Page/\$ 10.00 hr.	Chldren & Family – Npt	12/31/16
Viktoriya Zhivkova	Page/\$ 10.00 hr.	Circulation – Npt	12/31/16



**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Kim Langendorfer	Café Worker/\$ 9.50 hr.	Community Services	12/16/16

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**Seasonal Page**

Christine Cassidy	Page/\$9.00 hr.	East Northport	12/16/16 – 01/13/17
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**Requests for Leave of Absence**

Josiah Otoo-Mensah	Page/\$ 9.00 hr.	Circulation – Npt	12/30/16 – 01/10/17
Kathleen Kelly	Café Worker/\$ 10.50 hr.	Community Services	01/16/17 – 03/31/16

Report approved by Board of Trustees

  
Secretary