

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING APRIL 20, 2017

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, April 20, 2017.

I. CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:20am. Also present were Jacqueline Elsas, Georganne White, Judith Bensimon, 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 March 21, 2017, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Bensimon moved to approve warrant for \$284,942.38, page 4074, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$71,692.89, page 4075, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$191,319.91, page 4076, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$3,468.12, page 4077, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$191,378.60, page 2183, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$185,572.89, page 2184, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

- VII. ACCEPTANCE OF RESULTS OF THE LIBRARY BUDGET VOTE AND ELECTION OF TRUSTEE  
Mrs. Bensimon moved to accept results of Library Budget Vote and Election of Trustee, seconded by Mrs. Hartough and unanimously carried.
- VIII. COMMUNICATIONS
- IX. DIRECTOR'S REPORT

#### **Administration**

The Annual Budget Vote was very successful. The number of "Yes" votes in support of the budget was the highest in the county. The "No" votes were the lowest we have received in 29 years. The ratio of "Yes to No" votes was 7.15:1. During the past 32 years, as far back as our vote history spreadsheet records, there have only been two years in which the ratio supporting the library budget has been greater than 7:1. This year and in 2015.

Thanks to advocacy efforts and our state legislators, the 2017-2018 New York State Budget provides \$95.627 million in State Library Aid (\$4 million more than the Governor's proposed budget) and \$24 million in State Library Construction Aid (\$10 million more than the Governor's proposed budget).

Staff have been reminded to be watchful of safety issues in the library. Instructions were given to use a step ladder, not a stepstool, when not near shelving to brace oneself. Caution was also provided to place unused stepstools in the center of an aisle rather than at the end where someone turning into the aisle could easily trip over it.

The brick apron between the sidewalk and Larkfield Road is uneven creating a trip hazard. A patron fall has been documented and written notice has been sent to the Town of Huntington informing them of a needed repair.

#### **Buildings and Grounds**

The sky is always blue in Northport. The LED daylight bulbs in the Northport lobby now highlight the freshly-painted sky-blue barrel ceiling. This update provides much-needed color to this space and has been carried through to the skylight surround and "wave" leading into the Main Reading Room.

Roof leaks have become more common as the building ages. Roofing specialists have inspected the roofing material and have determined the leaks are from flashing and seams that are failing. Both can be remedied with minor repairs which have been scheduled.

**Network & Systems**

The library's content filter stopped working and despite consultations with technical support it was determined to be unrepairable. Thankfully, the Sachus Public Library recently upgraded their content filter and has graciously loaned us their old unit until we are able to purchase a replacement.

Each month the WiFi statistics continue to exceed the month prior. Monthly usage is currently at 6,465 sessions, just 121 shy of Superstorm Sandy's all-time high of 6,586.

**Circulation**

Starting this month we are allowing new DVD's and Test Books to be inter-library loaned and direct accessed. Staff first check the holds list to ensure that there are no local patrons requesting the item before inter-library loaning.

The two-year expiration on library cards has been increased to five-years. New cards will be generated with a five-year expiration dates and as existing cards expire they will be renewed to reflect this change.

Educator cards are now offered to educators who work and do not live in the Northport-East Northport Library District. Employed in District cards have been issued in the past but are limited only to those who did not live in Suffolk County. The Educator cards will be one-year cards, available to all staff in the public, parochial and nursery schools in our district.

**Community Services**

An afternoon of St. Patrick's Day music was presented by composer/pianist Paul Joseph and his jazz quartet. Jazz versions of Irish favorites such as "Danny Boy," "When Irish Eyes are Smiling," and many others were enjoyed by 58 patrons.

An East Northport Middle School musical showcase featuring woodwind, brass, and string chamber ensembles as well as a chorale group entertained 75 patrons.

The blue tote bags for sale at the Circulation Desk are no longer popular now that other options are available. The remaining bags will instead be used as promotional items at the farmer's market. Patrons still have the option to purchase a Friends' canvas bag or check out one of the library's 275 borrowing bags.

The Café menu has been redesigned to reflect new offerings and remove discontinued items. All Café prices have been reviewed resulting in increases to ice cream products as our supplier has increased prices.

**Adult and Teen Services**

The *Adult Winter Reading Club* enrolled 39 members who read 246 books, 101 more books than last year. The grand prize for one lucky club member was two tickets to a performance donated by the John W. Engeman Theater.

The *Job Fair* hosted 28 companies who met with 186 patrons to discuss employment opportunities and conduct pre-interviews. Since the elevator was out of service, the Job Fair was relocated from the Community Room to the Main Reading Room. This provided an added value since staff could assist job applicants on the spot scanning and emailing their resumes. The nearby subject-specific centers also made convenient spaces to conduct interviews and one-on-one conversations.

**Children and Family Services**

The creativity of our young patrons was celebrated at the *Design a Bookmark Contest* reception with 78 attendees. Proud parents took photos of their children next to their designs. A poster of the original winning bookmarks from 1997 was on display since it was the 20<sup>th</sup> anniversary of the contest.

The first of 174 registered preschoolers completed *1,000 Books Before Kindergarten*. To recognize their achievement, certificates are being awarded and photos posted.

The *Special Loan Service For Our Schools* (SLSFOS) program has been expanded to include the Long Island Lutheran Day School at St. Paul's. Plans are to introduce other parochial schools in our district to this unique library service.

**X. PERSONNEL REPORT**

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

Mrs. Elsas 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. Bensimon and unanimously carried.

**XI. MOTION TO CONVENE IN EXECUTIVE SESSION**

Mrs. Bensimon moved to convene in Executive Session to discuss the employment history and status of two separate individuals as well as a collective negotiations item, seconded by Mrs. Hartough and unanimously carried.

At 12:29pm Mrs. Elsas moved to conclude the Executive Session, seconded by Ms. White and unanimously carried.

XII. OTHER BUSINESS

XIII. DATES OF FUTURE MEETINGS

Thursday, May 18, 2017 – Regular Meeting

Thursday, June 22, 2017 – Regular Meeting

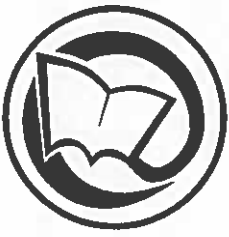
XIV. ADJOURNEMENT

Ms. White moved to adjourn the regular meeting at 12:30pm, seconded by Mrs. Bensimon 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

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, April 20, 2017, at 10:00 AM** in the Board Conference Room.

## REVISED 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. Acceptance of results of the Library Budget Vote and Election of Trustee (Motion required)
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Motion to convene in Executive Session to discuss the employment history and status of two separate individuals as well as a collective negotiations item.
- XII. Other Business
- XIII. Date of next library board meetings:  
Thursday, May 18, 2017 – Regular Meeting  
Thursday, June 22, 2017 – Regular Meeting
- XIV. Adjournment

**LIBRARY BOARD MEETING  
APRIL 20, 2017**

**ACCOUNTS PAYABLE**

<b>4074 3/22/17</b>	<b>\$ 284,942.38</b>	<b>Two Hundred Eighty Four Thousand, Nine Hundred Forty Two Dollars, &amp; Thirty Eight Cents</b>
<b>4075 4/20/17</b>	<b>\$ 71,692.89</b>	<b>Seventy One Thousand, Six Hundred Ninety Two Dollars, &amp; Eighty Nine Cents</b>
<b>4076 4/5/17</b>	<b>\$ 191,319.91</b>	<b>One Hundred Ninety One Thousand, Three Hundred Nineteen Dollars, &amp; Ninety One Cents</b>
<b>4077 4/18/17</b>	<b>\$ 3,468.12</b>	<b>Three Thousand, Four Hundred Sixty Eight Dollars &amp; Twelve Cents</b>

**PAYROLL REGISTER**

<b>2183 3/24/17</b>	<b>\$ 191,378.60</b>	<b>One Hundred Ninety One Thousand, Three Hundred Seventy Eight Dollars, &amp; Sixty Cents</b>
<b>2184 4/7/17</b>	<b>\$ 185,572.89</b>	<b>One Hundred Eighty Five Thousand, Five Hundred Seventy Two Dollars, &amp; Eighty Nine Cents</b>

I, CLAIRE J. SARSER, Clerk of the Special District Meeting of Northport-East Northport Public Library held on April 4, 2017, do hereby CERTIFY the following returns on the voting on the proposed Library Budget 2017/2018 and to elect a Library Trustee for a term of five years.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

PROPOSITION NO. 1:  
PROPOSED LIBRARY BUDGET  
\$ 9,935,700

YES                      NO  
436                              61

TOTAL VOTES CAST FOR BUDGET                      497

TOTAL VOTES CAST FOR TRUSTEE                      466

LIBRARY TRUSTEE

Judith Bensimon                      463  
Robert Little (write in)                      1  
Miss January (write in)                      1  
Matt Spirm (write in)                      1



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Claire J. Sarser, Clerk of the Special District Meeting



**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
April 20, 2017

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Courtney Biernick	Page/\$10.00 hr.	Children & Family – EN	04/24/17
Regina Sammis	Page/\$10.00 hr.	Circulation – Npt	05/01/17

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Delaney Herrmann	Page/\$10.00 hr.	Children & Family – EN	03/29/17
Matthew Joyce	Page/\$10.00 hr.	Circulation – NPT	04/30/17

**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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**Request for Leave of Absence**

Maryellen Bross	Library Clerk/Step 14	Circulation – Npt	04/01/17 – 04/30/17
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Report approved by Board of Trustees

  
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 Secretary