

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING JULY 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, July 20, 2017.

I. CALL TO ORDER

Chairperson Jacqueline Elsas called the meeting to order at 10:32am. Also present were Elizabeth McGrail, 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. McGrail 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 June 22, 2017, as amended, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. McGrail moved to approve warrant for \$299,510.12, page 4088, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$198,609.12, page 4089, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$137,105.02, page 4090, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Mrs. Hartough moved to approve payroll of \$185,665.89, page 2190, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve payroll of \$194,274.17, page 2191, seconded by Ms. White and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

Mrs. Elsas read a letter of resignation from Library Treasurer Bernice Holstrom.

VIII. DIRECTOR'S REPORT

Administration

Newsday published an article on the Library Café in the LI Life section of the Sunday edition. The article featured a number of pictures, including a cover photo of our Café. Not only was the East Northport building the first library to establish a café, in 1997, but a café was added to the Northport renovations, which were completed a year later. As declared by our Head of Community Services, "It should be noted that vending machines do not count as a café."

Staff are continuing to take the online safety training modules with positive feedback about their relevancy, ease of understanding, and timeliness.

Buildings and Grounds

A representative from the New York State Insurance Fund, underwriters of our Workers Compensation Policy, completed inspections of both buildings. There were a few recommendations for improvement made during the inspection. In the Northport mechanical room, a missing latch needs to be replaced on an electrical panel and an aisle in the storage room needs to be cleared of excess items. An additional fire extinguisher was also recommended for the Technical Service's Office in Northport. The East Northport building's first aid kits need updating and labeling, and the emergency exit on the lower level needed marking to highlight the change in elevation.

A few of the pavers in the East Northport Bear Walk had begun to deteriorate and were replaced with new pavers. The bluestone slate material that recognizes the contributors to the *Bring Back the Bear* campaign continues to delaminate. This should be replaced with a more durable stone to ensure future readability.

Network & Systems

A circulation software update was applied by the Suffolk County Library System over the weekend when most of the libraries in Suffolk County were closed. The expectation was that the update would not impact library activities and operations could be performed as normal on Monday morning when the libraries reopened. This was not the case for most libraries since the updates needed to be applied and opening procedures were hampered. The circulation software worked flawlessly for us since our Head of Network and Systems remotely applied the updates while we were closed so that patrons and staff were not affected.

Circulation

A total of 675 patrons visited one of our buildings to apply for or renew their library card, up almost 34% from the prior month.

There were 102 Military Coupon booklets distributed during the 2016/17 campaign, up 20% from last year.

Community Services

The *Stepping On to Prevent Falls* presented by the Suffolk County Department of Health Services provided a four session workshop designed to build confidence, reduce falls, improve strength and balance, and reduce the fear of falling for 45 seniors in our community.

A program on *Landscaping with Native Trees and Shrubs* presented by renowned horticulturist, lecturer, and garden writer Vincent Simeone dispelled the notion that natives are not as interesting in the landscape as exotics, and explained to 42 patrons in attendance how these native plants could thrive in our climate when sited correctly.

Alyson Richman, a bestselling author of six novels, presented her deep love of art, historical research, and travel to 80 patrons.

Adult and Teen Services

An Alzheimer's Awareness bookcart display supported an awareness day by the Alzheimer's Association known as the Longest Day. A showing of the documentary, *Alive on the Inside*, also helped to promote the library's *Music and Memories* program. Following the showing of the documentary, a representative from the Town of Huntington spoke about the services and resources available to seniors.

Representatives from the library participated in the village Farmer's Market and met with 96 patrons to promote library resources.

A historical research question led to an interesting discussion with a patron about his grandfather who was a mason that used sand from Northport in the construction of the Empire State Building.

Children and Family Services

The *Build a Better World Summer Reading Club* began on June 19 and in less than a month over 900 children have joined.

In total, our six fulltime Children’s Librarians meet with over 2000 students in the district either in their gym, school library, or multipurpose rooms. Staff donned a NENPL construction hard hat armed with a PowerPoint presentation, promotional flyers, props, playaways, and of course books.

A targeted effort to reach out to the local Special Education PTA (SEPTA) was made to encourage special needs children to join the Summer Reading Club (SRC). In preparation, training and strategies for making adjustments to accommodate individual needs were provided to the SRC pages. Several children have already utilized these accommodations which were provided by the pages with compassion and discretion.

One-hundred-thirty-seven patrons encountered live animals to pet and learn about the important roles that frogs, bugs, reptiles, and other animals play in making our world a better place. A quail even laid an egg for us which is on display in the children’s room with an interactive lift-the-flap *Guess Who Laid the Egg?*

X. OTHER BUSINESS

The Library received a thank you letter from the Retired Senior Volunteer Program for our donations. New furniture in the staff lounge and used furniture donated to Habitat for Humanity.

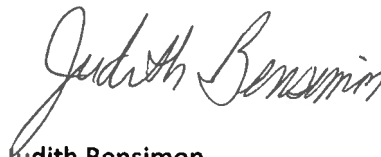
XI. DATES OF FUTURE MEETINGS

Thursday, August 17, 2017, 10am – Financial Only
Thursday, September 14, 2017 10am – Regular Board Meeting

XII. ADJOURNMENT

Mrs. Hartough moved to adjourn the regular meeting at 11:45am, seconded by Ms. White and unanimously carried

Respectfully submitted,



Judith Bensimon
Secretary

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, July 20, 2017**, following the Reorganizational Meeting in the Board Conference Room. The Staff Recognition Ceremony will be in the Community Room following the meeting.

A G E N D A

- 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)
- X. Other Business
- XI. Date of next library board meetings:
Thursday, August 17, 2017, 10:00 AM – Financial Only
Thursday, September 21, 2017, 10:00 AM – Regular Board Meeting
- XII. Adjournment

PERSONNEL REPORT
ADDENDUM
Approval of the Following Personnel Matters
July 20, 2017

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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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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Change of Leave of Absence Dates

Joseph Monroy	Page/\$10.00 hr.	Circulation – Npt	05/26/17 – 07/21/17* * was 08/28/17
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Report approved by Board of Trustees


Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
July 20, 2017

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>
Juliette LeHenaff	Page/\$ 10.00 hr.	Circulation – EN	07/24/17
Jillian Sepessy	Page/\$ 10.00 hr.	Children & Family – Npt	07/26/17
Anna Denfeld	Page/\$ 10.00 hr.	Teen Services	08/07/17
Anna Segal	Page/\$ 10.00 hr.	Circulation – Npt	08/14/17
Sarah Connor	Page/\$ 10.00 hr.	Children & Family – Npt	08/21/17
Sarah Safonte	Page/\$ 10.00 hr.	Children & Family – EN	08/28/17

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Jisu Choi	Page/\$ 10.00 hr.	Circulation – EN	07/17/17
Patrick Gibbons	Page/\$ 10.00 hr.	Children & Family – Npt	07/25/17
Jillian Ruder	Page/\$ 10.00 hr.	Children & Family – Npt	08/01/17
Brenna Engelhardt	Page/\$ 10.00 hr.	Circulation – NPT	08/06/17
Sophia Rizzo	Page/\$ 10.00 hr.	Teen Services	08/11/17
Samuel Maritato	Page/\$ 10.00 hr.	Children & Family – Npt	08/18/17
Kennedy Moeller	Page/\$ 10.00 hr.	Children & Family – EN	08/26/17
Brigid Connor	Page/\$ 10.00 hr.	Children & Family – EN	08/31/17
Casey Macolino	Page/\$ 10.00 hr.	Teen Services	08/31/17

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

Kennedy Moeller	Page/\$ 10.00 hr.	Children & Family – EN	07/08/17 – 07/18/17
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Change of Retirement Date

Elizabeth O'Connor	Clerk/Step 20+	Technical Services	07/07/17
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Report approved by Board of Trustees


 Secretary