

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING September 14, 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 September 14, 2017.

I. CALL TO ORDER

Chairperson Jacqueline Elsas called the meeting to order at 10:10am. Also present were Judith Bensimon, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney. Absent with prior notice were Elizabeth McGrail and Georganne White.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Hartough moved to approve the agenda, seconded by Mrs. Bensimon and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Bensimon moved to approve the minutes of August 17, 2017, second by Mrs. Hartough and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$285,636.84, page 4094, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$84,050.62, page 4095, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$181,197.36, page 4096, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$191,389.61, page 2196, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$189,399.83, page 2197, seconded by Mrs. Bensimon and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS
No Communications to Report

VIII. DIRECTOR'S REPORT

Administration

Fire drills have been completed in both buildings resulting in exceptionally short evacuation times. This year we took the opportunity to hold the fire drills after 5pm when more part time staff would be present.

The solar eclipse glasses were the hottest thing this summer. The library received hundreds of calls the week prior and continuing up until 2pm on the day of the eclipse.

The decision to unlock the DVD cases in the children's room has made the self-check stations easier to use which has resulted in an increased use. In Northport, there were 297 checkouts in May and 856 in June. In East Northport, there were 466 in May and 957 in June. The increase in self-check use has helped eased some of the checkout responsibilities from the main circulation desks.

Window coverings in East Northport have been installed to reduce the afternoon glare in the reading room.

After a morning of heavy rain, a sizable water leak appeared over the easy reader books in the East Northport Children's room. Thankfully staff were quick to respond and the damage to the collection was minimized by moving materials onto carts. The source of the leak appears to be from the chimney flashing which will need special attention due to the difficult access.

Buildings and Grounds

The Library Bear and the Little Prince received their annual maintenance of cleaning and waxing.

The Town of Huntington relocated the crosswalk in front of the East Northport building approximately forty-feet north. Illuminated LED alert lighting and ADA ramps were installed. The old curb cut was removed which will discourage vehicle operators from mistakenly utilizing the pedestrian sidewalk as a driveway entrance.

The curb cut and ramp leading from the East Northport building has been repaired and improved to with an ADA limited vision dimpled grating.

Network & Systems

A number of network issues at East Northport were resolved once one of the modules in the network switch was identified as not providing enough power to support mini wall switches. Mini wall switches are used in areas of the building where there is not a sufficient amount of wiring to support network connectivity needs. To resolve this issue, until a replacement module is received, the ports supporting the mini wall switches were moved to a different module that provides adequate power.

A PlayStation 4 with Virtual Reality Headset is now part of the Adult and Teen Services collection which will provide programming opportunities for patrons to experience virtual environments without leaving their library.

A variety of charging cables are now available at the Adult, Teen, and Children's reference desks for patrons to borrow for in-library use.

Circulation

The end of the Summer Reading Club children's program finale brought in over a thousand returns in just a few hours.

We had an unprecedented 14 online self-registrations this month, but seven were from the same patron, who already had a library card. However, of the seven other registrants, four have already completed the process in person.

All the Long Island Game Farm and New York Botanical Garden tickets have been sold. There are a few Long Island aquarium tickets still available and plans are to offer the American Museum of Natural History tickets in the fall.

Patrons who register for programs using an expired library card are receiving courtesy calls reminding them to renew their card. In the two months since this project began, five out of the eight patrons contacted have come into the library to renew their card.

Community Services

The summer courtyard concerts entertained 322 patrons even though two out of the four needed to be moved inside as a result of the inclement weather.

The beautiful weather provided the perfect backdrop to the Essex Steam Train and Riverboat Cruise that was enjoyed by 50 patrons.

The second courtyard movie featured *Beauty and the Beast* accompanied by popcorn and a silhouette of a weeping cherry tree. Plans are already underway to keep the cherry tree from stealing the spot light next year.

Adult and Teen Services

A new program called Literacy in Action is being introduced at our library by one of the Adult and Teens Services Librarians. This program is designed to be a professional support for literacy tutors to share ideas and resources, as well as learn about valuable Library services.

The media area's visual appeal is looking up. Vibrant album covers are on display along the vertical surfaces of the coffered ceiling. This helps to define the music collection area and highlight the artistic and historical significance of LP album covers.

Accessibility devices have been relocated to the main floor. One of the two internet stations that was displaced will be installed on a vacant OPAC station creating a standup option and the second will be retired.

Teen patrons had many program opportunities this summer. Two such programs, a *Fashion Design Workshop* in July stimulated 13 fashionistas and a *Coding* program challenged 16 patrons to learn a computer language and code structure.

Children and Family Services

The children's Summer Reading Club had 1,135 participants reading for 5,198 hours and 5th Avenue Elementary had the highest percentage of student population participation.

Educational opportunities are available all year long at the library. During the summer months 227 children from 19 classes visited the library or were visited by our librarians.

IX. PERSONNEL REPORT

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

Mrs. Hartough moved to approve "C. Resignations" in the personnel report, seconded by Mrs. Bensimon and unanimously carried.

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

X. 2017 ADDITIONAL LIBRARY CLOSING

Mrs. Hartough moved to approve additional Library closing, seconded by Mrs. Bensimon and unanimously carried.

XI. DATES OF FUTURE MEETINGS

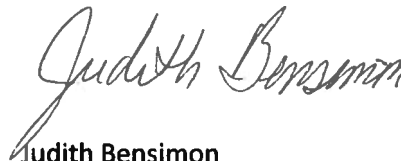
Thursday October 19, 2017 10am – Regular Board Meeting

Thursday November 16, 2017 10am – Regular Board Meeting

XII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 11:50am, seconded by Mrs. Besimon and unanimously carried.

Respectfully submitted,



Judith Bensimon

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, September 14, 2017, 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 meetings (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. 2017 Additional Library Closing (Motion required)
- XI. Date of next library board meetings:
Thursday, October 19, 2017, 10:00 AM – Regular Board Meeting
Thursday, November 16, 2017
- XII. Adjournment

PERSONNEL REPORT
Approval of the Following Personnel Matters
September 14, 2017

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Chloe Lindberg	Page/\$10.00 hr.	Children & Family Svcs	10/03/17
----------------	------------------	------------------------	----------

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Dori-Jo Gutierrez	Page/\$10.00 hr.	Children & Family Svcs	09/16/17
-------------------	------------------	------------------------	----------

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

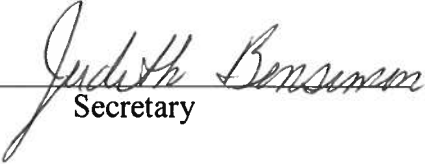
Promotion

Lori Marino	FT Librarian I	Adult & Teen Svcs	10/02/17
-------------	----------------	-------------------	----------

Request for Leave of Absence

Leslie Reyman	PT Librarian I	Adult & Teen Svcs	04/01/18 – 05/31/18
---------------	----------------	-------------------	---------------------

Report approved by Board of Trustees


 Secretary

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2017 Additional Library Closing

East Northport Color Run

October 21, 2017 (Saturday)

East Northport Building Open at 12:00 Noon