

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OCTOBER 19, 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 October 19, 2017.

I. CALL TO ORDER

Chairperson Jacqueline Elsas called the meeting to order at 10:04am. Also present were Margaret Hartough, Georganne White, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf, Director James Olney and Toni Wu of Bayside CPA PLLC, library accountant.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Hartough 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 minutes of September 14, 2017, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. DISCUSSION AND ACCEPTANT OF AUDITOR'S REPORT ON EXAMINATION

Mrs. Bensimon moved to accept Auditor's Report, as presented by Toni Wu, seconded by Mrs. McGail and unanimously carried.

B. Approval of Warrants

Mrs. McGrail moved to approve warrant for \$190,549.75, page 4097, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$88,398.54, page 4098, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$30,443.45, page 4099, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$285,147.64, page 4100, seconded by Mrs. McGrail and unanimously carried.

C. Payroll Register

Mrs. McGrail moved to approve payroll of \$187,638.45, page 2198, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$191,677.82, page 2199, seconded by Ms. White and unanimously carried.

D. Review of Monthly Expenditures

E. 2016/2017 Audit Allocation of Funds

Based on Auditor's report, Mrs. McGrail moved to approve allocation of funds (see attached), seconded by Mrs. Hartough and unanimously carried.

F. Review of Statistical Summary

VII. COMMUNICATIONS

No Communications to Report

VIII. DIRECTOR'S REPORT

Administration

The SafeSchools online staff training continues with a webinar on preventing back injuries through proper lifting techniques.

Soft seating has been added to the Northport mezzanine. This seating is equipped with rotating tablets to support large books as well as electronic devices.

Buildings and Grounds

The last remaining decals on the library van are scheduled to be removed which will return the van to a plain white canvas. The graphics have served us well for many years and were partially removed when the van was repaired following an accident. This blank canvas will allow for more flexibility by using temporary decals to promote special events and themes can be designed and installed by staff.

In preparation for the cold months ahead, the Northport building parking was patched, sealed, and striped, and the gas fireplaces have been inspected and needed parts replaced.

Network & Systems

The library's new 3D printer was on display at the East Northport building for the first time and will be featured again at Northport in the upcoming Museum Cove exhibit on aviation and travel.

Circulation

A new county-wide initiative for registering patrons who previously held a library card in another Suffolk public library will make it difficult to calculate both new and deleted patron records so just the total number of patrons will be recorded each month.

To help maintain patron privacy, hold slips have been modified by our Network and Systems Services Department Head to remove patron email addresses. A “yes” or “no” will be printed if their record contains an email address.

Community Services

Assistant Curator of the Long Island Museum discussed the period of prohibition and its influence on Long Island history. The presentation entitled, *Midnight Rum* shared history from New York City in the west to the coastal villages on the North and South Forks with 19 patrons in attendance.

Chef Rob Scott stimulated the taste buds of 46 patrons with an autumn-inspired menu of tomato basil soup with grilled mozzarella cheese croutons, and toasted pound cake with a citrus mascarpone cream.

Professional Interior Designer Jacqui Palatnik introduced 50 patrons to all of the latest trends in household design through color, space planning, flooring, and wall coverings in kitchens, bathrooms, and outdoor spaces.

Café merchandise is undergoing a periodic review. Menu item changes will reflect preference to pre-packaged merchandise for their labeled ingredients, longer shelf-life, and ease of handling.

Adult and Teen Services

The library participated in the Veterans Fall Festival (112 patrons) and the Northport VA Stand Down (132 patrons) at the Northport VAMC to educate veterans about the materials and services the library has to offer.

A display located in the manuscript case highlights our community fifty years ago and features a recent gift, a Northport library card that expired 51 years ago.

After months of planning, reaching out to numerous organizations, and coordinating with multiple departments, the library held its first Pet Fair. Volunteers from seven non-profit

organizations met with 176 patrons to discuss responsible pet ownership, adoption options, and more. Patrons of all ages were thrilled to interact with cats, dogs, parrots, and animals in the petting zoo. There was also a green screen available to take photos with Bugs, Tweety, and Sylvester.

Children and Family Services

Animal friends from the Green Meadows Petting Farm populated our Museum Cove with a chinchilla, rabbit, Japanese Silky chicken, hedgehog, hissing cockroaches, snakes, and bearded dragon, for 134 patrons to enjoy during the Pet Fair.

Patrons and staff were very generous in donating schools supplies which have been boxed and delivered to the Family Service League.

The library has reached out to 18 families which homeschool their children. They were introduced to the Educators’ Collection, databases, online tutoring, the science modules, the Picture Books for Older Kids Collection, and many other materials and services. Some have already utilized staff-developed bibliographies to enhance their lesson plans.

IX. PERSONNEL REPORT

Mrs. Hartough 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.

X. REVISION OF ADOPTED 2018 SCHEDULE OF HOLIDAY OPENINGS AND CLOSINGS

Mrs. Bensimon moved to approve Revision of Adopted 2018 Schedule of Holiday Openings and closings (see attached), seconded by Mrs. McGrail and unanimously carried.

XI. OTHER BUSINESS

No Other Business to Report

XII. DATES OF FUTURE MEETINGS

Thursday, November 16, 2017	10:00am	Regular Meeting
Thursday, December 21, 2017	10:00am	Regular Meeting

XII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 11:55pm, seconded by Ms. White and unanimously carried.

Respectfully submitted,

A handwritten signature in blue ink that reads "Judith Bensimon". The signature is written in a cursive style with a large initial "J".

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, October 19, 2017, 10:00 AM** in the Board Conference Room. Toni Wu of Bayside CPA PLLC, library accountant, will be in attendance.

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. Discussion and acceptance of Auditor's Report on Examination (Motion required)
 - B. Approval of warrants (Motion required)
 - C. Acceptance of payroll registers (Motion required)
 - D. Review of monthly expenditures
 - E. 2016/2017 Audit allocation of funds (Motions required)
 - F. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required) (To be distributed at meeting)
- X. Revision of Adopted 2018 Schedule of Holiday Openings & Closings (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, November 16, 2017, 10:00 AM – Regular Meeting
Thursday, December 21, 2017, 10:00 AM – Regular Meeting
- XIII. Adjournment

**X. Revision of Adopted 2018 Schedule
of Holiday Openings & Closings
(Motion required)**

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
2018 SCHEDULE OF HOLIDAY & SPECIAL CLOSINGS**

January 1, 2018	Monday	New Year's Day	Close all day
January 15, 2018	Monday	Martin Luther King Jr. Day	Close all day
February 19, 2018	Monday	Presidents' Day	Close all day
April 1, 2018	Sunday	Easter Sunday	Close all day
May 13, 2018	Sunday	Mother's Day	Close all day
May 27, 2018	Sunday	Memorial Day Weekend	Close all day
May 28, 2018	Monday	Memorial Day	Close all day
June 17, 2018	Sunday	Begin Sunday closings	Close all day
July 4, 2018	Wednesday	Independence Day	Close all day
September 3, 2018	Monday	Labor Day	Close all day
September 16, 2018	Sunday	Resume Sunday Openings	Open 1 - 5
October 8, 2018	Monday	Columbus Day	Close all day
November 11, 2018	Sunday	Veterans' Day	Close all day
November 12, 2018	Monday	Veterans' Day Observed	Close all day
November 21, 2018	Wednesday	Thanksgiving Eve	Close at 5 PM
November 22, 2018	Thursday	Thanksgiving	Close all day
December 24, 2018	Monday	Christmas Eve Day	Close all day
December 25, 2018	Tuesday	Christmas Day	Close all day
December 31, 2018	Monday	New Year's Eve	Close all day

VI. Financial Secretary & Treasurer's Report
E. 2016/2017 Audit allocation of funds
(Motions required)

Based on the recommendations from the 2016/2017 audit by Bayside CPA PLLC presented at the October 19, 2017 Board meeting, be it resolved that the Board of Trustees moves to approve that portions of the Unappropriated Fund Balance shall be allocated to the following funds:

- the Designated Fund for Accrued Sick Benefits be increased by \$57,876 to a total of \$463,685 to equal 50% of liability, and
- the Designated Fund for Retirement be increased by \$100,000 to a total of \$225,000.

PERSONNEL REPORT
Approval of the Following Personnel Matters
October 19, 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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John Souto	Food Service Worker/\$13.75	Community Services	09/22/17
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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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Promotions

Regina Sammis	PT Librarian Trainee/Entry	Youth & Family Svcs	10/23/17
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Leslie Reyman	Permanent PT Librarian I/Step 1	Adult & Teen Svcs	11/06/17
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Request for Parental Leave

Denise Makowski	PT Librarian Trainee/Entry	Youth & Family Svcs	12/22/17 – 02/16/18*
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*approximate dates

Report approved by Board of Trustees



 Secretary

**LIBRARY BOARD MEETING
OCTOBER 19, 2017**

ACCOUNTS PAYABLE

4097 9/20/17	\$ 190,549.75	One Hundred Ninety Thousand, Five Hundred Forty Nine Dollars, & Seventy Five Cents
4098 10/19/17	\$ 88,398.54	Eighty Eight Thousand, Three Hundred Ninety Eight Dollars, & Fifty Four Cents
4099 10/17/17	\$ 30,443.45	Thirty Thousand, Four Hundred Forty Three Dollars, & Forty Five Cents
4100 10/4/17	\$ 285,147.64	Two Hundred Eighty Five Thousand, One Hundred Forty Seven Dollars, & Sixty Four Cents

PAYROLL REGISTER

2198 9/22/17	\$ 187,638.45	One Hundred Eighty Seven Thousand, Six Hundred Thirty Eight Dollars, & Forty Five Cents
2199 10/6/17	\$ 191,677.82	One Hundred Ninety One Thousand, Six Hundred Seventy Seven Dollars, & Eighty Two Cents