

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING DECEMBER 21, 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, December 21, 2017.

I. CALL TO ORDER

Chairperson Jacqueline Elsas called the meeting to order at 10:12am. Also present were, Margaret Hartough, Georganne White, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

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 November 16, 2017, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Ms. White moved to approve warrant for \$863,378.90, page 4104, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$291,247.00, page 4105, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$35,401.80, page 4106, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$178,540.78, page 4107, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$168,355.38, page 4108, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Ms. White moved to approve payroll of \$193,423.26, page 2202, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$194,361.63, page 2203, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$190,853.12, page 2204, seconded by Ms. White and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

No communications to report

VIII. DIRECTOR'S REPORT

Administration

A meeting was held with the Head of Security of the Northport School District and our PSEG Account Representatives to discuss the need for exterior lighting of the school parking located at 158 Laurel Avenue. The technical hurdles have been addressed but financial considerations still need further discussion.

Staff have been encouraged to notify Buildings and Grounds when winter weather impedes safe passage of sidewalks. In addition to the snow and ice outside, the potential for slippery floors caused by melting snow must also be monitored.

Discussion on the importance of patron privacy refreshed everyone on proper procedures when inquiries are made. Always refer those seeking personal patron, or staff, information to administration.

For the tenth consecutive year Library Journal has been awarding stars to public libraries based on patron usage. Our library has been distinguished to receive four stars in every year since this rating was established.

Buildings and Grounds

The fireplace air intake cap located at the top of the chimney has been replaced on the East Northport building to address the water leak over the Easy-to-Read collection in the Children's Room.

Both buildings passed Suffolk County Water Authority's required annual test of our backflow prevention devices. These devices protect the library's drinking water as well as contamination of the public water supply.

Network & Systems

A Google ChromeBox is being tested to evaluate this hardware as a possible replacement for the thin client computers currently used as catalogs and queue screens. If implemented, this change will reduce the costs associated with the server-level infrastructure that did not reach projected economies of scale.

Circulation

The PALS Executive Board has decided that the patron record number of the last patron who checked out an item will be kept in the item record for the current month and the previous month. This will limit the ability to locate missing or incorrect CDs and DVDs, or identify owners of items left in books.

In February, we purge the patron records of library cards that have been expired for more than three years. This loss to our total number of registered borrowers is usually recouped by December of the same year. This year we are still down almost 1,200 patrons and will unlikely return to last year's numbers by February 2018.

Community Services

The Northport Jazz Band, with an 18-piece ensemble of musicians, performed classics from the Big Band era for 88 patrons.

Thirty-nine resident explorers experienced the National Parks System from the comfort of their public library. Gorgeous scenery, historical information, and great stories were their guide.

Professor of Art and Art History Thomas Germano presented a visual lecture on the life, times, and work of Michelangelo, and introduced the pieces related to the once-in-a-lifetime exhibition currently on view at the Metropolitan Museum of Art. Forty-six patrons attended.

The company responsible for printing and mailing the library newsletter identified a section of East Northport that has not been receiving our newsletter due to postal route changes. This will be corrected next month by segmenting the portion of the route that is in our district.

Adult and Teen Services

The medicine collection continues to bring in large numbers of unused prescription drugs to be disposed of safely. Promotional fliers regarding this service were placed at local pharmacies whose staff were also pleased to learn about this service.

Members of the Adult and Teen Services Department were honored by the Suffolk Library Marketing Award (SLMA) third place recognition for exceptional marketing as demonstrated in the *I "Heart" the Library Campaign*. The RASD (Reference and Adult Services Division) PR & Marketing Committee sponsors the SLMA Award to encourage, promote and reward exceptional marketing in public and academic Suffolk County libraries

Children and Family Services

The Library celebrated the 20th Anniversary of the Rosemary Wells Collection (dedicated in memory of Jacqueline Herchenroder) with a Max and Ruby Party. Thirty-nine patrons enjoyed crafts, activities, and games related to everyone's favorite bunny siblings.

An enthusiastic crowd of 85 patrons attended the Plaza Theatrical presentation of Willy Wonka. The cast of five talented actors brought this classic story to life. All audience members received a golden ticket bookmark at the conclusion of the play.

The Children's Room was converted into a science lab with display stations on density, static electricity, light reflection, and gravity. After visiting all the stations, 73 children received a completion sticker as a reward.

IX. PERSONNEL REPORT

Mrs. Hartough moved 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. Bensimon and unanimously carried.

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

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

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

X. LOAN PERIODS AND FINES

Mrs. Hartough moved to approve new loan periods and fines (see attached), seconded by Ms. White and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney spoke of needed repairs to the retaining wall facing the parking lot.

XII. DATES OF FUTURE MEETINGS

Wednesday January 17, 2018	10:00am	Budget Work Session
Wednesday January 17, 2018	11:00am	Regular Meeting
Thursday February 15, 2018	10:00am	Regular Meeting

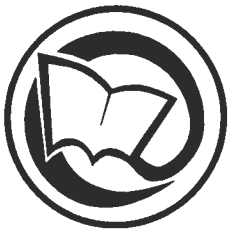
XIII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 12:10pm, seconded by Ms. White and unanimously carried.

Respectfully submitted,



Judith Bensimon
Secretary



Northport-East Northport Public Library

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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, December 21, 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 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. Loan Periods and Fines (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, January 18, 2018, 10:00 AM – Budget Work Session
Thursday, January 18, 2018, 11:00 AM – Regular Meeting
Thursday, February 15, 2018, 10:00 AM – Regular Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING
DECEMBER 21, 2017**

ACCOUNTS PAYABLE

4104 11/15/17	\$ 863,378.90	Eight Hundred Sixty Three Thousand, Three Hundred Seventy Eight Dollars, & Ninety Cents
4105 11/29/17	\$ 291,247.00	Two Hundred Ninety One Thousand, Two Hundred Forty Seven Dollars, & No Cents
4106 12/1/17	\$ 35,401.80	Thirty Five Thousand, Four Hundred One Dollars, & Eighty Cents
4107 12/13/17	\$ 178,540.78	One Hundred Seventy Eight Thousand, Five Hundred Forty Dollars, & Seventy Eight Cents
4108 12/21/17	\$ 168,355.38	One Hundred Sixty Eight Thousand, Three Hundred Fifty Five Dollars, & Thirty Eight Cents

DECEMBER 21, 2017

PAYROLL REGISTER

2202 11/17/17	\$ 193,423.26	One Hundred Ninety Three Thousand, Four Hundred Twenty Three Dollars, & Twenty Six Cents
2203 12/1/17	\$ 194,361.63	One Hundred Ninety Four Thousand, Three Hundred Sixty One Dollars, & Sixty Three Cents
2204 12/15/17	\$ 190,853.12	One Hundred Ninety Thousand, Eight Hundred Fifty Three Dollars, & Twelve Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
December 21, 2017

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Leonardo Gonzales	Guard/\$17.90 hr.	Security	12/31/17
Michelle DeNunzio	Café Worker/\$11.50 hr.	Community Services	12/31/17
Kathleen Kelly	Café Worker/\$11.50 hr.	Community Services	12/31/17
Celia LaNovara	Café Worker/\$11.50 hr.	Community Services	12/31/17
Kim Langendorfer	Café Worker/\$11.50 hr.	Community Services	12/31/17
Barbara Minogue	Café Worker/\$11.50 hr.	Community Services	12/31/17
Morgan Rooney	Café Worker/\$11.50 hr.	Community Services	12/31/17
Courtney Biernick	Page/\$11.00 hr.	Children & Family – EN	12/31/17
Caleigh Byrne	Page/\$11.00 hr.	Circulation – EN	12/31/17
Nina Callahan	Seasonal Page/\$11.00 hr.	Circulation – NPT	12/31/17
Margo Campbell	Page/\$11.00 hr.	Circulation – NPT	12/31/17
Hunter Chin	Page/\$11.00 hr.	Circulation – NPT	12/31/17
Christine Condon	Page/\$11.00 hr.	Children & Family – EN	12/31/17
Sarah Connor	Page/\$11.00 hr.	Children & Family – NPT	12/31/17
Carolyn Cooney	Page/\$11.00 hr.	Circulation – EN	12/31/17
Anna Denfeld	Page/\$11.00 hr.	Adult & Teen – Teen	12/31/17
Amy Guethlein	Page/\$11.00 hr.	Children & Family – EN	12/31/17
Eileen Heinzman	Page/\$11.00 hr.	Adult & Teen -- Adult	12/31/17
Arianna Keating	Page/\$11.00 hr.	Adult & Teen -- Adult	12/31/17
Trever Koulermos	Page/\$11.00 hr.	Circulation – NPT	12/31/17
Brian Lambert	Page/\$11.00 hr.	Circulation – EN	12/31/17
Juliette LeHanaff	Page/\$11.00 hr.	Circulation – EN	12/31/17
Nicholas Lembo	Page/\$11.00 hr.	Children & Family – NPT	12/31/17
Chloe Limdberg	Page/\$11.00 hr.	Children & Family – NPT	12/31/17
Jessica Lyle	Page/\$11.00 hr.	Children & Family – EN	12/31/17
Marisa Macolino	Page/\$11.00 hr.	Adult & Teen – Teen	12/31/17
Angela Miles	Page/\$11.00 hr.	Circulation – EN	12/31/17
Joseph Monroy	Page/\$11.00 hr.	Circulation – NPT	12/31/17
Lisa Oliveri	Page/\$11.00 hr.	Children & Family – NPT	12/31/17
Sarah Safonte	Page/\$11.00 hr.	Children & Family – EN	12/31/17
Melanie Schatz	Page/\$11.00 hr.	Children & Family – EN	12/31/17
Anna Segal	Page/\$11.00 hr.	Circulation – NPT	12/31/17
Jillian Sepessy	Page/\$11.00 hr.	Children & Family – NPT	12/31/17
Emily Sherman	Page/\$11.00 hr.	Circulation – NPT	12/31/17
Jennifer Smith	Page/\$11.00 hr.	Children & Family – EN	12/31/17
Natalie Van Wickler	Page/\$11.00 hr.	Children & Family – NPT	12/31/17
Viktoriya Zhivkova	Page/\$11.00 hr.	Circulation – NPT	12/31/17

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Ariana Cusumano	Café Worker	Community Services	01/02/18
William Jones	Guard/\$17.90 hr	Security	01/02/18
Anna Schwen	Page/\$11.00 hr.	Circulation – NPT	01/02/18
Ashley Door	Page/\$11.00 hr.	Circulation – EN	01/04/18

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Mark Testa	Guard/\$17.49 hr.	Security	12/01/17
Regina Dlugokencky	PT Librarian I/Step 1	Adult & Teen	12/11/17

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

Kathleen Kelly	Café Worker/\$11.50 hr.	Community Services	01/20/18 – 04/03/18
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Report approved by Board of Trustees



Secretary

PERSONNEL REPORT
ADDENDUM
Approval of the Following Personnel Matters
December 21, 2017

A. Salary Increase
Name

Position & Grade/Step

Department

Effective Date

B. New Employees
Name

Position & Grade/Step

Department

Effective Date

C. Resignations
Name

Position & Grade/Step

Department

Effective Date

D. Retirement
Name

Position & Grade/Step

Department

Effective Date

E. Other
Name

Position & Grade/Step

Department

Effective Date

Request for Leave of Absence

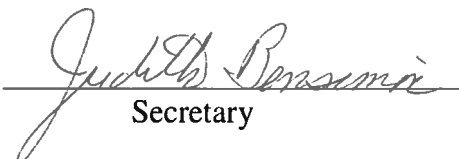
Trever Koulermos

Page/\$10.00 hr.

Circulation – NPT

12/26/17 – 01/31/18

Report approved by Board of Trustees


Secretary

X. Loan Periods and Fines
(Motion required)

Northport-East Northport Public Library
Loan Periods and Fines

<u>Adult/Teen Materials</u>	<u>Loan Period</u>	<u>Overdue Items</u>	<u>Maximum Fine</u>
New Fiction Books	21 days	10 cents per day	\$ 5.00
New Nonfiction Books	21 days	10 cents per day	\$ 5.00
New Entertainment DVDs	3 days	\$ 1.00 per day	\$ 5.00
New Series DVDs	7 days	\$ 1.00 per day	\$ 5.00
New Nonfiction DVDs	14 days	\$ 1.00 per day	\$ 5.00
Fiction/Nonfiction books	28 days	10 cents per day	\$ 5.00
Entertainment DVDs	14 days	\$ 1.00 per day	\$ 5.00
Nonfiction DVDs	14 days	\$ 1.00 per day	\$ 5.00
Audiobooks/Books on CD	28 days	10 cents per day	\$ 5.00
Magazines	28 days	10 cents per day	\$ 5.00
Music CDs	28 days	10 cents per day	\$ 5.00
Test Books	28 days	10 cents per day	\$ 5.00
Playaways	28 days	10 cents per day	\$ 5.00
Borrowing Bags	28 days	5 cents per day	\$ 3.00

<u>Juvenile Materials</u>	<u>Loan Period</u>	<u>Overdue Items</u>	<u>Maximum Fine</u>
Fiction/Nonfiction Books	28 days	5 cents per day	\$ 3.00
Magazines	28 days	5 cents per day	\$ 3.00
Audiobooks/Books on CD	28 days	5 cents per day	\$ 3.00
Kits (Books w/CD in bag)	28 days	10 cents per day	\$ 5.00
Holiday Books	14 days	5 cents per day	\$ 3.00
Music CDs	28 days	5 cents per day	\$ 3.00
Entertainment DVDs	14 days	\$ 1.00 per day	\$ 5.00
Nonfiction DVDs	14 days	\$ 1.00 per day	\$ 5.00
Backpacks	7 days	\$ 1.00 per day	\$10.00
Playaways	28 days	5 cents per day	\$ 3.00
Borrowing Bags	28 days	5 cents per day	\$ 3.00

Museum Passes

There is a \$ 20.00 fee per day for late passes