

NORTHPORT EAST-NORTHPORT PUBLIC LIBRARY

MEETING JANUARY 17, 2018

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Wednesday January 17, 2018.

I. CALL TO ORDER

Chairperson Jacqueline Elsas called the meeting to order at 11:40am. Also present were Margaret Hartough, Georganne White, Judith Bensimon, Assistant Director Nancy Morcerf and Director James Olney. Absent with prior notice was Elizabeth McGrail.

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 December 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 \$108,581.34, page 4109, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$54,029.67, page 4110, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$22,458.48, page 4111, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$191,053.75, page 2205, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$194,723.53, page 2206, seconded by Ms. White and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

- VII. COMMUNICATIONS
No communications to report

VII. DIRECTOR'S REPORT

Administration

Procedures for delayed openings due to snow were reviewed including reminders that the time the building opens depends upon clear and safe entry into the building and safe egress from all emergency exits. Arrival times for staff related to public access were discussed and will be reevaluated. Currently staff should report no earlier than 15 minutes prior to the public opening time (as per a memo distributed in 2011). Adult Services staff volunteered to set up a pop-up table on Winter Safety following a discussion of weather precautions.

One of our safety features is the presence of a security guard in each building during all open hours. Staff were reminded about weekend and evening procedures if a security guard does not report as scheduled.

The Fireplaces are popular in both buildings. Procedures were clarified to assure that their warmth extends into evening and weekend hours.

Buildings and Grounds

The LED conversion will continue with the East Northport building's lower level to include the Community Room and the Children's Library.

Walk-off mats and a "Stroller Parking" mat will be added to the East Northport Gallery to keep the floors dry.

The finishing touches for the East Northport Gallery, including the installation of the new water cooler and coat rack, are scheduled the first week of February. Due to extreme winter weather, the plumber had to reschedule the January installation.

Network and Systems

The Sierra update began Sunday, December 17, 2017 at 5:30 pm. Once the installation was completed, the Head of Network and Systems was able to log in remotely to update the public service computers assuring a smooth opening on Monday morning.

A new postage meter encountered a firmware error after just a few weeks and was replaced.

East Northport Circulation cooked up a unique exhibit for the December table which included the Raspberry Pi, a tiny computer that ran a series of Julia Child videos.

Circulation

Renewal statistics are up again. Patrons have been enthusiastically talking about auto renewals. Registration for *Yoga with a Chair* filled in nine minutes- the wait list filled by 10:30am. Patrons continue to ask about this popular program and staff have researched other local options for this type of program. Aligned with the education mission, the Library introduces a variety of fitness education options for patrons to try. Patrons may then continue with local businesses if they wish. None of the Library fitness programs are long-term ventures.

Community Services

Shopping venues for the café supplies have changed. New items have been added. Several items were discontinued.

All of the Museum of Natural History vouchers have been sold. An additional batch may be ordered following a decision at the upcoming meeting of the Friends of the Library.

Fifty patrons enjoyed the Dyker Heights and New York City Lights bus tour. SPIES! The Story of Long Island's Culper Spy Ring intrigued 36 patrons. On a snowy evening, 74 patrons gathered 'round the Fireplace for an evening with Hornucopia.

The community collection of Hats, Scarves, and Mittens for Family Service League was once again a heartwarming success.

Adult and Teen Services

The department is working with collection reports to determine which subject areas are most popular. These reports aid in collection development and may be printed in graphic formats including pie charts and bar graphs. A Donation Station has been established in both buildings to centralize and contain collection boxes. Organizations wanting to set up donation boxes must be nonprofit, local and must predominantly aid people in our local community.

Get Started with Downloadable Media drop-in programs begin in early January. Patrons may stop by for orientations to downloadable media collections and "getting started" tips.

Fifteen teens "snacked around the world" to Italy, 14 teens designed melted snowman cookies, and eight teens created winter wreaths for Atria residents.

The Novel Ideas group discussed *Mudbound* by Hillary Jordan. The author was recently interviewed on NPR about the concept of sensitivity readers – a practice that publishers are now employing for new works. *Mudbound* was published 10 years ago and did not have a sensitivity reader, which sparked a lively discussion among Novel Ideas readers questioning sensitivity as compared to censorship.

Children and Family Services

Noon Year’s Eve was celebrated by 112 patrons with a balloon drop rigged to the ceiling, and included games, crafts, refreshments, party hats and noisemakers. Seventy-two patrons (20 families) decorated Gingerbread Houses. Forty-two patrons watched Dagger DogVinci, the painting dog, create a painted masterpiece. The children then created and took home their own abstract originals on canvas.

The December Display “The Gift of Reading Lasts Forever” featured gift-wrapped books with a cutout for the barcode. Circulation Staff reported that every child kept the identity of the book under wraps, not one was opened prior to checkout.

Staff created a unique program related to the picture book *Mouse Paint* using kits for children to tie dye paint and stuff their own plush mouse.

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” on the personnel report addendum, seconded by Mrs. Bensimon and unanimously carried.

X. Approval to present proposed Library Budget

Mrs. Bensimon moved to approve the presentation of the proposed Library Budget 2018/2019 to the community on April 10, 2018, seconded by Mrs. Hartough and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney spoke of needed repairs to the retaining wall in the rear of the Northport building.

XII. DATES OF FUTURE MEETING

Thursday, February 15, 2018	10:00am	Regular Meeting
Tuesday, March 27, 2018	5:30pm	Regular Meeting
Tuesday, March 27. 2018	7:30pm	Public Information Meeting

XIII. ADJOURNMENT

Mrs. Hartough moved to adjourn the meeting at 12:35pm, seconded by Ms. White 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 **Wednesday, January 17, 2018, at 11:00 AM** in the Board Conference Room.

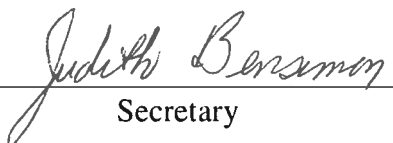
AGENDA

- 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. Approval to present proposed Library Budget 2018/2019 to the Community on April 10, 2018.
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, February 15, 2018, 10:00 AM – Regular Meeting
Tuesday, March 27, 2018, 5:30 PM – Regular Meeting
Tuesday, March 27, 2018, 7:30 PM – Public Information Meeting
- XIII. Adjournment

PERSONNEL REPORT
Approval of the Following Personnel Matters
January 17, 2018

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>
C. Resignations			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Courtney Biernick	Page/\$ 11.00 hr.	Children & Family – EN	01/16/18
Nicholas Lembo	Page/\$ 11.00 hr.	Children & Family – NPT	01/16/18
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>

Report approved by Board of Trustees




 Secretary

PERSONNEL REPORT
ADDENDUM
Approval of the Following Personnel Matters
January 17, 2018

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>
C. Resignations	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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>
	Request for Leave of Absence			
	Jessica Safonte	PT Library Clerk/Step 1	Circulation – EN	02/01/18 – 04/30/18

Report approved by Board of Trustees


Secretary

**LIBRARY BOARD MEETING
JANUARY 17, 2018**

ACCOUNTS PAYABLE

4109 12/27/17	\$ 108,581.34	One Hundred Eight Thousand, Five Hundred Eighty One Dollars, & Thirty Four Cents
4110 1/18/18	\$ 54,029.67	Fifty Four Thousand, Twenty Nine Dollars, & Sixty Seven Cents
4111 1/10/18	\$ 22,458.48	Twenty Two Thousand, Four Hundred Fifty Eight Dollars, & Forty Eight Cents

PAYROLL REGISTER

2205 12/29/17	\$ 191,053.75	One Hundred Ninety One Thousand, Fifty Three Dollars, & Seventy Five Cents
2206 1/12/18	\$ 194,723.53	One Hundred Ninety Four Thousand, Seven Hundred Twenty Three Dollars, & Fifty Three Cents

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING JANUARY 17, 2018

The Budget Work Session of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Wednesday January 17, 2018.

I. CALL TO ORDER

Chairperson Jacqueline Elsas called the meeting to order at 10:00am. Also present were Margaret Hartough, Georganne White, Judith Bensimon, Assistant Director Nancy Morcerf and Director James Olney. Absent with prior notice was Elizabeth McGrail.

II. ADOPTION OF THE AGENDA

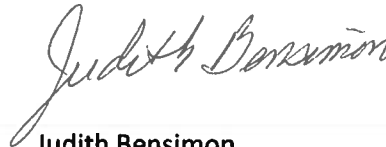
Mrs. Hartough moved to approve the agenda, seconded by Ms. White and unanimously carried.

III. REVIEW AND DISCUSSION OF THE PROPOSED LIBRARY BUDGET 2018/2019

IV. ADJOURNMENT

Ms. White moved to adjourn the meeting ay 11:32am, seconded by Mrs. Bensimon and unanimously carried.

Respectfully submitted,



Judith Bensimon

Secretary



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Dear Board Member:

The **Budget Work Session** of the Board of Trustees of the Northport-East Northport Public Library will be held on **Wednesday, January 17, 2018, at 10:00 AM** in the Board Conference Room.

AGENDA

- I. Call to Order
- II. Adoption of Agenda (Motion required)
- III. Review and discussion of proposed Library Budget 2018/2019.
- IV. Adjournment