

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of September 20, 2012 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library on July 19, 2012.

1) CALL TO ORDER

Vice-Chairperson Patricia Flynn, (in the absence of Chairperson Elizabeth McGrail), called the meeting to order at 10:07 AM. Also attending were Andrea Gladding, Robert Little, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney. Elizabeth McGrail was absent with prior notice.

2) PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by those attending the meeting.

3) MINUTES OF PREVIOUS MEETINGS

Mr. Little moved to approve the minutes of the Regular Meeting and the Reorganizational Meeting on July 19, 2012, seconded by Mrs. Gladding and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

**A. Approval of warrant
ACCOUNTS PAYABLE**

Mrs. Gladding moved to approve warrant for \$ 356,819.48, page 3856, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 222,422.32, page 3857, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 53,431.06, page 3858, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 10,957.27, page 3859, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 273,866.89, page 3860, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 235,670.34, page 3861, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 113,041.16, page 3862, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 181,362.13, page 3863, seconded by Mr. Little and unanimously carried.

PAYROLL REGISTER

The Board accepted the payrolls for the period ending:

July 20, 2012	Page 2057	\$307,848.34
August 03, 2012	Page 2058	194,458.17
August 10, 2012	Page 2059	10,042.39
August 17, 2012	Page 2060	195,737.52
August 31, 2012	Page 2061	191,201.07
September 14, 2012	Page 2062	178,351.29

B. Review of monthly expenditures

C. Review of statistical summary

5) COMMUNICATIONS

Director Kevin Verbese SCLS informed the Board of Trustees that there would be a vacancy on the SCLS Board of Trustees as a result of the expiration of the term of Mr. Irving H. Toliver on December 31, 2012.

John Martins, Smithtown Special District Library Trustee accepted the nomination to fill this vacancy.

Any individual interested in the position should plan to attend the nominating caucus at the Huntington Public Library's Station Branch, 1335 New York Avenue, Huntington Station, New York on October 9, 2012 at 5:15 PM.

6) DIRECTOR'S REPORT

The Director's Report was given orally. In addition to the packet mailed in advance the report contained the following service area highlights:

Administration - The Assistant Director is now responsible for the duties of the PALS Coordinator which has a fundamental role in advancing inter-departmental communications.

Meetings were held with all staff members to share an unexpected increase, in addition to the budgeted increase, in the library's New York State retirement contribution. To offset this financial shortfall, all part-time staff schedules are being reduced by twenty-five percent. This change will reduce the library's payroll expenditures, freeing funds to help pay this year's retirement bill in December and reduce the base on which next year's retirement bill will be calculated.

Accounting - The Library's accountant has reviewed all necessary documents and procedures in preparation for the library's annual audit.

Adult Services - Our Adult Summer Reading Club concluded with 54 participants with one participant winning two tickets to a show at the Theatre Three in Port Jefferson and two others winning a Friends of the Library Book Bag and a Library Café Gift Certificate.

Buildings and Grounds - The gallery and meeting room entrance in Northport was re-carpeted.

The library's AED units and monitoring procedures passed their annual inspection and all custodial and security staff members have been successfully trained to perform CPR and to properly use the AED units.

The exterior handrail at East Northport has been repainted to match the failing galvanized coating so that the inevitable chips in the finish will be less noticeable.

Circulation - East Northport - Thirty-one additional patrons signed up for SMS Text Alerts bringing the new total to 244 patrons.

Circulation - Northport - The implementation of LI-Link has increased the breadth of the collection available to Suffolk County Public Library patrons by providing access to unique items held in Nassau County Public Libraries. The LI-Link software, provided at no additional charge to member libraries; however, it has increased processing time and the complexity of inter-library loans.

Community Services - The Precisions entertained 130 patrons in the Library Courtyard during a cool summer evening and the Caribbean Steel Drum Jamboree performed for 117 patrons in the meeting room during a hot August night.

Computer Services - The recent addition of a museum pass to the Walt Whitman Birthplace State Historic Site and Interpretive Center has been added to the Library's website thanks to the generosity of the Friends of the Library.

East Northport - The Friends of the Library sponsored a discounted train trip into New York City which was attended by 49 patrons. The Friends of the Library Long Island Aquarium tickets were so popular they sold-out within a week.

Network and Systems - Three new Xerox copiers have been leased to replace the two Xerox copiers previously on lease. The cost for the three medium-duty units equal the combined costs of the old large and small-duty units while providing color options and greater convenience.

A wireless access point was installed on the roof of the East Northport building to provide Internet access to the John Walsh Park located adjacent to the library.

PALS/Tech Services - Item types and item codes are being revised by the system to unify the database records in the county catalog and simplify inter-library loans.

Youth Services - The Millennium Registration Module did not function properly during one of Youth Services program signup events. Staff did an amazing job to accommodate patron program requests until the software's functionality was restored.

Youth Services (continued)

The Museum Cove is now highlighting *Communication Across the Ages* exhibit through a partnership with the Verizon Telecom Pioneer Museum in Commack.

7) PERSONNEL REPORT

Mrs. Gladding 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. Gladding and unanimously carried.

Mrs. Gladding moved to approve "E Other" in the Personnel Report, seconded by Mrs. Hartough and unanimously carried, see attached page.

8) PERIOD FOR PUBLIC EXPRESSION

9) SCHEDULE OF 2012/2013 BOARD MEETINGS (DRAFT CALENDAR)

Mrs. Hartough moved to approve the Schedule of 2012/13 Board Meetings (Draft Calendar), seconded by Mrs. Gladding and unanimously carried.

Thursday, September 20, 2012	10:00 AM
Tuesday, October 16, 2012	5:30 PM
Thursday, November 15, 2012	10:00 AM
Tuesday, December 18, 2012	5:30 PM
Thursday, January 24, 2013	10:00 AM
Tuesday, February 19, 2013	5:30 PM
Tuesday, March 12, 2013	6:00 PM
Tuesday, March 12, 2013	7:30 PM Public Hearing
Tuesday, April 2, 2013	9:00 AM to 9:00 PM
Library Vote & Election of Trustee	
Tuesday, April 16, 2013	5:30 PM
Tuesday, May 21, 2013	5:30 PM
Thursday, June 20, 2013	10:00 AM

10) RESOLUTION TO AMEND THE NORTHPORT- EAST NORTHPORT PUBLIC LIBRARY 403(b) RETIREMENT PLAN

Mrs. Hartough moved to amend the Northport-East Northport Public Library 403(b) Retirement Plan, seconded by Mrs. Gladding and unanimously carried.

11) UNFINISHED BUSINESS

12) OTHER BUSINESS

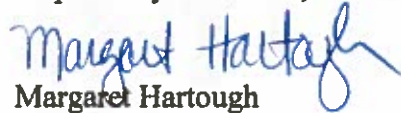
Library Book Sale:

Prices were adjusted to reflect the high quality of the books donated by our patrons.

13) ADJOURNMENT

Mrs. Gladding moved to adjourn at 12:25 PM, seconded by Mrs. Hartough and unanimously carried.

Respectfully submitted,



Margaret Hartough
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
September 20, 2012

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>
-------------	----------------------------------	-------------------	-----------------------

Casey Burke	Page/\$ 7.25 hr.	Local History	09/24/12
-------------	------------------	---------------	----------

C. Resignations

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

Kristine Casper	PT Librarian/Step 16	Adult Services	08/31/12
Megan Tighe	Page/\$ 7.85 hr.	Local History	08/09/12
Kelly Mercer	Page/\$ 7.85 hr.	Computer Services	08/14/12
Victoria Galasso	Page/\$ 8.60 hr.	Circulation – NPT	08/22/12
Timothy Bradford	Page/\$ 8.10 hr.	Reference – EN	08/23/12

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 to Extend Family Leave			
Stephen Ingram	Librarian II/Step 14	Computer Services	10/01/12 – 10/08/12