

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of October 16, 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 October 16, 2012.

1) CALL TO ORDER

Vice-Chairperson Patricia Flynn, (in the absence of Chairperson Elizabeth McGrail) called the meeting to order at 5:50 PM. Also attending were Robert Little, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney.

Elizabeth McGrail and Andrea Gladding were absent with prior notice.

Tong Wu of Bayside CPA PLLC, library accountant, attended for the Auditor's Report on Examination.

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 September 20, 2012, seconded by Mrs. Hartough and carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Discussion and acceptance of Auditor's Report on Examination

Mr. Little moved to accept the Auditor's Report on Examination, seconded by Mrs. Hartough and unanimously carried.

B. Approval of warrants

Mrs. Hartough moved to approve warrant for \$ 76,455.51, page 3864, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 273,252.88, page 3865, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 210,119.36, page 3866, seconded by Mr. Little and unanimously carried.

PAYROLL REGISTER

The Board accepted the payrolls for the period ending:

September 28, 2012	Page 2063	\$ 184,896.52
October 12, 2012	Page 2064	182,483.94

FINANCIAL SECRETARY & TREASURER'S REPORT (continued)

- C. Review of monthly expenditures
- D. Review of statistical summary

5) COMMUNICATIONS

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** – Our Department Head team participated in a brief webinar by Steve Wishnack and found his concepts to be very pertinent to everyday library service. A more extensive, live presentation entitled *Think and Do* was offered on Long Island so a small cross-section of our staff was given the opportunity to attend this valuable workshop on cultivating customer relationships.

The Assistant Director interviewed internship candidates with our Head of Youth Services and Teen Services Librarian to select students to work on special projects in these services areas.

**Accounting** – The library's accountant has provided the year-end adjusting entries so that our expenditure and revenue reports accurately reflect our fiscal year-to-date balances.

**Adult Services** – The library participated in the Northport VA Medical Center Harvest Festival to promote the upcoming VA bus visit at the library, our military coupon booklet and many other library resources.

Separation of our graphic novel collection will highlight this popular adult reader genre.

**Buildings and Grounds** – The access codes used on doors to secure staff areas have been changed to maintain their effectiveness.

Utica's annual risk management inspection revealed a design flaw in the fire sprinkler systems in each of our buildings. Although this design was approved by New York State when our buildings were constructed, it limits our ability to test the available water pressure to Utica's satisfaction. It does not, however, affect the functionality of the system. Estimates to modify our sprinkler testing-valves are being requested.

**Circulation – East Northport** – Circulation statistics have declined but applications for new library cards are on the rise. This incongruity is most likely based on the necessity of a library card for online program registration and for access to downloadable content. The results of our ongoing survey of patron's preference has shown that almost half prefer to be emailed or texted rather than called about an item being held for them.

**DIRECTOR'S REPORT (continued)**

**Circulation – Northport –** The Northport building evidenced a noticeable increase on the weekend that the East Northport building was closed for the East Northport Festival. The Museum of Natural History vouchers are very popular with our patrons. In general, all the museums have been popular but the voucher program the Museum of Natural History implemented last year will cost the library more money. We anticipate our patrons will utilize the same number of passes within the first six months of this fiscal year that were used during the prior twelve months.

**Community Services –** The Volunteer Fair was an overwhelming success with eighteen organizations represented and 220 patrons in attendance. The Library Café at both buildings began a new schedule, closing at 8PM on weekdays and 4PM on Saturdays. Our decision to close one hour earlier is supported by the low usage during this time and provides a significant annual cost savings to the library. The Head of Community Service will now be the liaison for the Friends of the Library. This collaboration will assist the Friends in their latest pursuits to develop a membership campaign, sponsor programs and museum passes, and organize an annual Friend's Bus Trip.

**Computer Services – East Northport –** After considerable evaluation and extensive discussions, we have decided to assign the Computer Services Librarians and East Northport Librarians to the Adult Services Department. These librarians formerly reported directly to Administration which isolated them from a departmental team structure. This change will further integrate the talents of these librarians into Adult Services, improve communication, and strengthen our public service model.

**Network and Systems –** The computer reservation and print management system software has been upgraded on the server, reservation stations, queue screens, and all public workstations. This upgrade provides better integration for the coin boxes which will be installed later this year at our print release stations.

**Technical Services –** New nonfiction audiobooks, which contain supplementary material, are now being packaged in a clear envelope to protect the individual items from becoming lost and to maintain a neat and uniform collection. Blu-Ray DVDs in 3D are now being ordered for the collection. Purchasing of this new format is made very cost-effective through the purchase of bundled formats.

**Youth Services –** A new season of the Newbery Book Club has already had two author visits, Ann Hood and Sheila Turnage. Ms. Hood shared her insights and attributed her success to a commitment to write for two to three hours every day. Ms. Turnage encouraged our young club members by sharing that she wrote her first story in first grade and has been writing ever since.

Youth Services (continued)

Our Teen Librarian and Bilingual Services Librarian visited the Northport High School's ESL class to meet with several new students from Central and South America. This was an excellent opportunity to encourage these 19 students to come to the library and take advantage of our programs and services.

7) PERSONNEL REPORT

Mr. Little moved to approve "C Resignations" in the Personnel Report, seconded by Mrs. Hartough and unanimously carried, see attached page.

8) PERIOD FOR PUBLIC EXPRESSION

9) UNFINISHED BUSINESS

Discussion about the utilization of the off-site storage facility and future plans.  
Discussion about the increased cost and unsubstantiated usage of vouchers for the American Museum of Natural History.  
Suggestion that the Library consider substituting a different museum.

10) OTHER BUSINESS

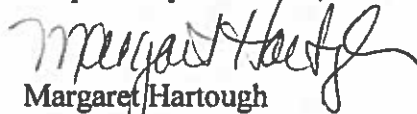
11) DATES OF FUTURE MEETINGS

Thursday, November 15, 2012	10:00 AM	Regular Board Meeting
Tuesday, December 18, 2012	5:30 PM	Regular Board Meeting

12) ADJOURNMENT

Mr. Little moved to adjourn at 7:55 PM, seconded by Mrs. Hartough and unanimously carried.

Respectfully submitted,



Margaret Hartough  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
October 16, 2012

<b>A. Salary Increase</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
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<b>B. New Employees</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
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<b>C. Resignations</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
	Justin Ladick	Security Guard/\$17.99 hr.	Security	10/01/12

<b>D. Retirement</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
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<b>E. Other</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
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