

NORTHPORT –EAST NORTHPORT PUBLIC LIBRARY
Meeting of November 19, 2013 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Tuesday, November 19, 2013.

1) CALL TO ORDER

Vice Chairperson Margaret Hartough called the meeting to order at 5:30 PM. Also attending were Robert Little, Andrea Gladding, Elizabeth McGrail, Assistant Director Nancy Morcerf, and Director James Olney. Patricia Flynn was absent with prior notice.

2) PLEDGE OF ALLEGIANCE

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

3) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of November 19, 2013 as presented, seconded by Mrs. Gladding and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Gladding moved to approve warrant for \$ 289,492.02, page 3908, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 100,471.74, page 3909, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 222,537.22, page 3910, seconded by Mrs. Gladding and unanimously carried.

PAYROLL REGISTER

October 25, 2013	Page 2091	\$ 195,289.96
November 8, 2013	Page 2092	186,394.19

B. Review of monthly expenditures

C. Review of statistical summary

D. 2012/2013 Audit allocation of unappropriated funds:

Mr. Little moved that based on the recommendations from the 2012/2013 audit by Bayside CPA PLLC presented at the October 17, 2013 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, seconded by Mrs. Gladding and unanimously carried: CONTINUED ON PAGE TWO

2012/.2013 Audit allocation of unappropriated funds:

- The Designated Fund for Capital Improvement be increased by \$50,000 to a total of \$250,000
- The Designated Fund for Technological Improvement be increased by \$100,000 to a total of \$250,000
- The Designated Fund for Retirement be increased by \$125,000 to a total of \$125,000.

5) COMMUNICATION

6) DIRECTOR'S REPORT

The Director's Report was given orally in addition to the packet available to the Trustees at the Circulation Desk prior to the meeting.

Administration-The New York State Department of Civil Service, Employee Benefits Division, new policy expressly prevents an employee taking a buyout from a NYSHIP plan from obtaining health insurance coverage pursuant to NYSHIP; e.g., through a spouse's family plan, during the buyout period. This change was made effective March 7, 2012 but did not affect our staff until the beginning of the first open enrollment period following the expiration of the previously established staff contract. This affects the only three staff members currently receiving our buyout. Letters have been sent to these individuals notifying them of this change.

Two of the three sessions of our annual Workplace Violence Prevention Training have been held employing officers from the Northport Police Department. The officers outlined characteristics of workplace violence, staff do's and don'ts, and what to do if an active shooter enters the library.

Staff safety remains a priority and staff is continually encouraged to be cognizant of their surroundings and correct fellow staff members if they see them working in an unsafe manner.

Adult Services – After reviewing the very labor-intensive process of breaking DVD series into multiple cases so they may be viewed over a three-day loan period and simultaneously serve the needs of several patrons we have concluded that this is no longer the best practice. Most libraries circulate each DVD series as a set thereby making our catalog entry unique in the county and confusing for patrons. To help simplify our catalog, reduce processing time and cost, and save material costs and shelf space, we are recommending packaging and circulating an entire season at once for seven days when new and fourteen days after it is no longer new. This will simplify patron use of this popular collection while sacrificing some circulation statistics.

Buildings and Grounds – New dramatically different carpet has been installed at the entrance to the East Northport building. These carpet tiles are dark in color and are made from a special material creating a textured surface to scrub the soles of patron shoes before they reach the reading room carpet. This area sees a lot of sand from the playground and cleat traffic from the sports field. If the carpet wears as well as promised, plans will be to extend its coverage into the reading area. We also replaced the carpet on the steps of the front staircase and in the Teen Room of East Northport using spare carpet tiles referred to as attic stock. Attic stock consisted of lot-matched carpet tiles purchased at the time of the original installation and stored for small repairs.

Circulation – New patron counters have been installed at the front and rear entrance of the Northport building. November will mark the first full month using these thermal counters since the replacement infrared beam counters were found to be inaccurate.

Relocating the East Northport book sale cart next to the fireplace has been well received. Loyal consumers have found the new location and this high traffic area has attracted a whole new audience.

Community Services - Our first Sunday Family Special of the fall season featuring Nick Jacinto's Animal Adventures was enjoyed by 116 patrons. The recent trips to the Grand Central Terminal and the Brooklyn Flea and Smorgasbord were so popular we sold out two busses for each trip.

The Friends of the Library have ordered centennial logo tote bags to be sold starting January 2014 to commemorate the library's anniversary year. Following the success of the Long Island Aquarium ticket sales, the Friends will be selling discounted tickets to the American Museum of Natural History.

Network and Systems – The computers installed in the Northport and East Northport Community Rooms have been replaced and additional cabling has been installed which will allow for more devices to connect to the projector, including various Apple products. A consequence of this added flexibility is an increased complexity for the presenters using this equipment. A photographic instruction manual and supplemental labeling provides guidance to users when necessary.

The Northport and East Northport WiFi systems were upgraded to include more sophisticated and powerful access points.

Youth Services – Youth Services part time librarians were polled to see if any were interested in receiving additional hours by covering a temporary vacancy in Adult Services. One Youth Services staff member volunteered to work in Adult Services relinquishing weekday shifts in Youth Services to part time colleagues. This has provided additional hours to the staff members who are available.

Youth Services (continued)

The library's new Block Play program has been well received by the community. This Program plays a very important role in the cognitive development in preschoolers. According to Ashley Fratello, Freelance Writer at Demand Media, in using blocks children can piece together shapes to create a bigger picture while also nurturing an understanding for math, science language and dramatic play.

7) PERSONNEL REPORT

Mrs. Gladding moved to approve "C Resignations" in the Personnel Report, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve "D Retirement" in the Personnel Report, seconded by Mr. Little and unanimously carried, page attached.

PERSONNEL ADDENDUM

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

8) PERIOD FOR PUBLIC EXPRESSION

9) PROPOSED SCLS 2014 OPERATING BUDGET

Mr. Little moved to accept the SCLS 2014 Operating Budget, seconded by Mrs. Gladding and unanimously carried.

10) ELECTION OF SCLS BOARD OF TRUSTEE REPRESENTATIVE

Northport-East Northport Library Trustees signed a ballot for candidate John Eberhardt to serve on the System Board to fill a term beginning January 8, 2014-December 31, 2016 representing the Town of Huntington.

11) UNFINISHED BUSINESS

12) OTHER

The Northport Public Library is proud to host the "I Matter" community art project campaign to empower teens by providing a public venue for them to be seen and heard.

13) DATES OF FUTURE MEETINGS

Thursday, December 12, 2013	9:30AM	Four-Star Library Recognition
Thursday, December 19, 2013	10:00AM	Regular Board Meeting
Tuesday, January 21, 2014	5:30PM	Budget Work Session
Tuesday, January 21, 2014	6:30PM	Regular Board Meeting

14 ADJOURNMENT

Mr. Little moved to adjourn at 7:16 PM, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'R. Little', written in dark ink.

Robert Little
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
November 19, 2013

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
Jacqueline Morreale Page/\$8.40 hr. Adult Services - Npt 10/30/13
Kerry Walsh Page/\$10.20 hr. Adult Services – EN 11/07/13

D. Retirement
Name Position & Grade/Step Department Effective Date
Dora McDonald PPT Library Clerk/Step Circulation – EN 12/31/13

E. Other
Name Position & Grade/Step Department Effective Date

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
November 19, 2013

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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Rose Boccia	Café Worker/\$11.50 hr	Community Services	11/08/13
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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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