

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF FEBRUARY 18, 2016

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 Thursday February 18, 2016.

- I. Chairperson Margaret Hartough called the meeting to order at 10:10am. Also present were Elizabeth McGrail, Georganne White, Andrea Gladding, Jacqueline Elsas, Assistant Director Nancy Morcerf and Director James Olney.
- II. THE PLEDGE OF ALLEGIANCE was recited by those attending.
- III. ADOPTION OF AGENDA  
Ms. White moved to adopt the Agenda, seconded by Mrs. Gladding and unanimously carried.
- IV. PERIOD FOR PUBLIC EXPRESSION
- V. MINUTES OF PREVIOUS MEETING  
Mrs. Gladding moved to approve the minutes of January 21, 2016, as amended, seconded by Mrs. Elsas and unanimously carried.
- VI. FINANCIAL SECRETARY & TREASURER'S REPORT
  - A. Approval of Warrants  
Mrs. Elsas moved to approve warrant for \$191,590.08, page 4021, seconded by Ms. White and unanimously carried.  
Ms. White moved to approve warrant for \$197,678.15, page 4022, seconded by Mrs. Gladding and unanimously carried.  
Mrs. Gladding moved to approve warrant for \$192,390.64. page 4023, seconded by Mrs. Elsas and unanimously carried.  
Mrs. Elsas moved to approve warrant for \$34,999.00, page 4024, seconded by Ms. White and unanimously carried.
  - B. PAYROLL REGISTERS  
Ms. White moved to approve payroll of \$186,424.43, page 2150, seconded by Mrs. Gladding and unanimously carried.  
Mrs. Gladding moved to approve payroll of \$181,811.01, page 2151, seconded by Mrs. Elsas and unanimously carried.
  - C. Review of monthly expenditures
  - D. Review of statistical summary
- VII. COMMUNICATIONS

## VIII. DIRECTOR'S REPORT

**Administration**

The Northport staff welcomed their colleagues from East Northport while their library was closed for well needed renovations. All staff worked together to complete some special projects here. The Career Center was reconfigured to provide additional patron space while the Local History Center was expanded to accommodate this unique and growing collection. The soft-seating area overlooking our front lawn has been expanded and the computer counter was extended to provide additional laptop space.

Administration organized safety tours for the East Northport staff who were not as familiar with the Northport building. Many Northport staff also participated and learned new things about the building in which they work.

**Buildings and Grounds**

The Buildings and Grounds staff has been an integral part of the East Northport renovation project. The closure of the building for two weeks also provided a rare opportunity to complete additional projects. While performing the HVAC maintenance, the second third of the main floor was re-carpeted, more than half the interior wall surfaces were painted and wooden trim refinished, the majority of the lighting on the mezzanine and main floor was converted to LED, and the slate tile in the lobby was re-grouted.

**Network & Systems**

In preparation for the AARP Tax Assistance, available weekly in each building, a meeting was held to review their computer needs.

A new lapel microphone has been installed in the Northport community room and maintenance was performed on the ceiling-mounted video projector located in the East Northport community room.

**Circulation**

The days before winter snow storms continue to boost our circulation as patrons prepare to curl up with a good book, binge watch a classic television series, camp inside with a backpack story time, or just fill their library bags with a collection of adventures.

**Community Services**

Sixty-three patrons attended Sargent: Portraits of Artists and Friends which provided an in-depth look into his artist and writer friends.

A presentation on the Winter Birds of Long Island educated 51 patrons about the types of birds that call Long Island home in the winter.

An entertaining collection of four short plays, presented by Township Theatre was enjoyed by 122 patrons in attendance.

**Adult and Teen Services**

The Northport Veterans Administration (VA) transported a busload of their residents to the library for a screening of Ininitely Polar Bear.

The VA registered six new Homeward Bound patrons. This increases the number of patrons the library provides Homeward Bound service to almost 50 patrons.

The number of available staff training sessions were increased during the East Northport building closure since all staff were assigned to the Northport building.

An additional Windows 10 program was scheduled after the overwhelming demand put 25 patrons on a waitlist.

The teens have a new monthly music program entitled Teen Guitar Jam Group. In addition to providing an opportunity to perform in front of their peers, a monthly guest speaker will provide insight, while music tutorials and musician interviews are shown.

**Children and Family Services**

The library supermarket has been thoroughly enjoyed by young patrons. The Number Nook, which creates a shopping experience, is on loan from the Middle Country Public Library.

**IX. PERSONNEL REPORT**

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

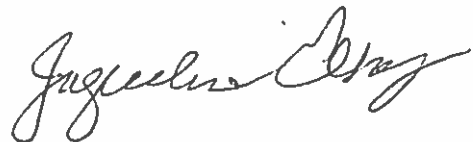
Ms. White moved to approve "C. Resignations" in the Personnel Report Addendum, seconded by Mrs. Gladding and unanimously carried.

**X. Adoption of Vision Statement**

Mrs. McGrail moved to approve the Adoption of Vision Statement, seconded by Ms. White and unanimously carried.

- XI. Revision of Mission Statement  
Mrs. Gladding moved to approve the revision of the Mission Statement, seconded by Mrs. Elsas and unanimously carried.
- XII. OTHER BUSINESS  
Mrs. Hartough read a letter that was to be sent to the staff association regarding the staff contract and correspondence with Attorney Doug McNally.
- XIII. DATES OF FUTURE MEETINGS  
Tuesday March 22, 2016, 5:30pm-Regular Meeting  
Tuesday March 22, 2016, 7:30pm-Public Information Meeting  
Tuesday, April 5, 2016, 9:00am-9:00pm- Library Vote  
Thursday, April 21, 2016, 10:00am-Regular Meeting
- VX. ADJOURNMENT  
Mrs. McGrail moved to adjourn the Regular Meeting at 11:42am, seconded by Ms. White and unanimously carried.

Respectfully submitted,



Jacqueline Elsas  
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](http://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, February 18, 2016, at 10:00 AM** in the Board Conference Room.

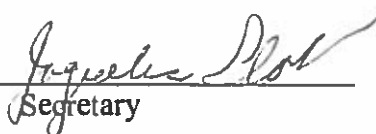
## A G E N D A

- 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. Adoption of Vision Statement (Motion required)
- XI. Revision of Mission Statement (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:
  - Tuesday, March 22, 2016, 5:30 PM – Regular Meeting
  - Tuesday, March 22, 2016, 7:30 PM – Public Information Meeting
  - Tuesday, April 5, 2016, 9:00 AM – 9:00 PM – Library Vote
  - Thursday, April 21, 2016, 10:00 AM – Regular Meeting
- XIV. Adjournment

**PERSONNEL REPORT**  
**ADDENDUM**  
Approval of the Following Personnel Matters  
February 18, 2016

<b>A. Salary Increase</b>				
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>	
<b>B. New Employees</b>				
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>	
<b>C. Resignations</b>				
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>	
Lisa Miller	PT Library Clerk/Step 7	Tech Services	03/10/16	
<b>D. Retirement</b>				
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>	
<b>E. Other</b>				
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>	

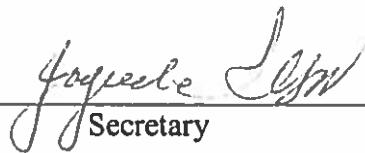
Report approved by Board of Trustees

  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
February 18, 2016

<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>
<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>
<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>
	John Monaco	Security Guard/\$19.69	Security	01/29/16
<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>
<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>

Report approved by Board of Trustees

  
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 Secretary

X, Adoption of Vision Statement  
(Motion required)

## Vision Statement

A literate world engaged in lifelong learning.



### Mission Statement

**“The Northport-East Northport Public Library, chartered by the Regents of the University of the State of New York as a free public library exists to inform, educate and culturally enrich the residents of all ages of the district through the selection, organization, promotion and dissemination of the printed word and other all forms of expression.”**