

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF MAY 19, 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 May 19, 2016.

- I. Chairperson Margaret Hartough call the meeting to order at 10:26am. Also present were Elizabeth McGrail, Georganne White, Andrea Gladding, Jacqueline Elsas and Assistant Director Nancy Morcerf and Director James Olney.
- II. THE PLEDGE OF ALLEGIANCE was recited by those attending.
- III. ADOPTION OF AGENDA
Mrs. Mc Grail moved to adopt the Agenda, seconded by Ms. White and unanimously carried.
- IV. PERIOD FOR PUBLIC EXPRESSION
- V. MINUTES OF PREVIOUS MEETING
Ms. White moved to approve the minutes of April 21, 2016, seconded by Mrs. Gladding and unanimously carried.
- VI. FINANCIAL SECRETARY & TREASURER'S REPORT
 - A. Approval of Warrants
Mrs. McGrail moved to approve warrant for \$184,690.55, page 4034, seconded by Ms. White and unanimously carried.
Ms. White moved to approve warrant for \$178,946.73, page 4035, seconded by Mrs. Gladding and unanimously carried.
Mrs. Gladding moved to approve warrant for \$175,503.80, page 4036, seconded by Mrs. Elsas and unanimously carried.
 - B. PAYROLL REGISTERS
Mrs. Elsas moved to approve payroll of \$189,997.98, page 2156, seconded by Mrs. Mc Grail and unanimously carried.
Mrs. Mc Grail moved to approve payroll of \$190,017.91, page 2157, seconded by Ms. White and unanimously carried.
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- VII. COMMUNICATIONS

VIII. DIRECTOR'S REPORT

Administration

A safety program has been developed incorporating the responsibilities, accountability, training, inspection, and investigation procedures assigned to different levels of staff. A component of this program is to establish a committee consisting of both administration and staff to assist in the development, implementation, and periodic evaluation of our safety activities. The existing Local EAP Committee will be assigned this task as it parallels the committee's mission.

A meeting was held with Todd Harvey and Christopher Sepp of Beatty Harvey Coco Architects to discuss a redesign and improvements to the Larkfield Road entrance of the East Northport building. Todd particularly enjoyed walking through the East Northport building to see how his design of almost twenty years ago has withstood the test of time. He commented how well maintained the building was and that it looked as if it could have just been built.

Asharoken Garden Club representatives met with us to discuss the gardening book collection and the feasibility of developing a seed library for the community.

Buildings and Grounds

The installation of the new stairwell lighting in East Northport has shed light on the necessity to repaint the handrails which has subsequently been completed.

PSEG is upgrading the utility poles along Laurel Avenue but will not be replacing the pole in front of the library. Since this pole supplies power to the library via underground cables, they have determined it would better to leave the existing pole in place rather than disturb the underground cabling.

The Beach Bag Book carts are being repainted in preparation for their re-installation at our local beaches.

Network & Systems

This year's allotment of 38 workstations has been placed in order to fulfill the requirements of our annual computer replacement plan.

Our new Computer Technician recommended and installed a retractable power cable for the Northport meeting room podium. This improvement provides additional outlets as well as an enhancement in safety and convenience.

Circulation

We count our annual distribution of Silver Star Coupon books from May to April each year since May is Older Americans Month. During the last year, 489 Silver Star Coupon books were given out as compared to 268 in 2014-15 and 276 in 2013-14.

The Library Friend's discount tickets to the Museum of Natural History and the Long Island Aquarium continue to be very popular which has necessitated ongoing replenishment.

Community Services

Forty-five patrons trekked from near and far to attend Lee McAllister's program on Hiking Long Island. He highlighted the geology, history, flora, fauna, and topographical features that make Long Island a great place to hike during any season.

CSI-NY at the library presented by Constance Dinkel, criminalist and forensic scientist, took patrons behind the scenes of the Suffolk County Crime Laboratory. Forty-one patrons learned about interesting cases, types of evidence that was received and analyzed, and dispelled misconceptions.

The Suffolk County Department of Health Services program entitled Stepping On to Prevent Falls has been receiving many compliments. Each week the participants report what they learned to the Circulation staff following each session of this seven-week workshop.

Adult and Teen Services

Suffolk County Library Association's Multicultural Outreach Services And Information Committee (MOSAIC) has partnered with Noticias, a Spanish language newspaper, to provide a library information column. A multilingual staff member at our library will be providing articles and book reviews to be published in this weekly newspaper.

The Closed Captioning will be displayed during all showings of movies in the community room when this feature is available. Previously Closed Captioning was only enabled when requested.

The hiking table display in both buildings lead to the printing of over 600 Town of Huntington and New York State trail maps.

The Long Island Council on Alcoholism and Drug Dependence (LICADD) provides a Narcan training to over 40 patrons. Many of the attendees learning this life-saving technique were in their early 20's.

The inspiration for this year's Fashion Show was gemstones which sparked the interest of over 100 patrons in attendance.

Children and Family Services

In celebration of national poetry month, the Museum Cove has been decorated with posters of popular children's poems. Accompanying activities invited young poets to experiment with words and pictures using a magnetic board as well as take home sheets for them to create their own poems.

IX. PERSONNEL REPORT

Mrs. McGrail moved to approve "B. New Employees" in the Personnel Report, seconded by Ms. White and unanimously carried.

Ms. White 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. Elsas and unanimously carried.

Mrs. McGrail moved to approve "D. Retirement" in the Personnel Report Addendum, seconded by Ms. White and unanimously carried.

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

X. 2016 ADDITIONAL LIBRARY CLOSINGS

Mrs. Elsas moved to approve the 2016 Additional Library Closings, seconded by Mrs. McGrail and unanimously carried.

XI. OTHER BUSINESS

Before the meeting, Mr. Doug McNally came to introduce his associate Andrew Martingale to the Board. Mr. Martingale will be taking over Mr. McNally's duties at the Library.

XII. DATES OF FUTURE MEETING

Thursday, June 16 2016 10:00am- Regular Board Meeting

Thursday, July 21, 2016-10:00am- Annual Reorganizational Meeting

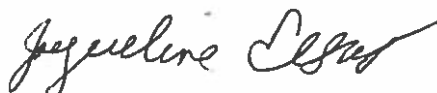
11:00am- Regular Board Meeting

12Noon- Staff Recognition Ceremony and Luncheon

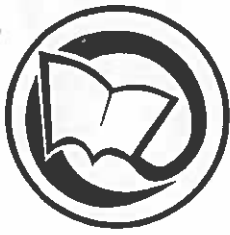
XIII. Motion to convene In Executive Session to discuss staff contract
No motion necessary

XIII. ADJOURNMENT Mrs. Elsas moved to adjourn the Regular Meeting at 11:25pm, seconded by Mrs. Mc Grail and unanimously carried.

Respectfully submitted,



Jacqueline Elsas
Secretary



Northport-East Northport Public Library

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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, May 19, 2016, 10:00 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 Expressions
- 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. 2016 Additional Library Closings (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, June 16, 2016, 10:00 AM – Regular Board Meeting
Thursday, July 21, 2016, 10:00 AM – Annual Reorganizational Meeting
11:00 AM – Regular Board Meeting
12:00 Noon – Staff Recognition Ceremony and Luncheon
- XIII. Motion to convene in Executive Session to discuss staff contract
- XIV. Adjournment

**LIBRARY BOARD MEETING
MAY 19, 2016**

ACCOUNTS PAYABLE

4034 4/20/16	\$ 184,690.55	One Hundred Eighty Four Thousand Six Hundred Ninety Dollars & Fifty Five Cents
4035 5/4/16	\$ 178,946.73	One Hundred Seventy Eight Thousand, Nine Hundred Forty Six Dollars, & Seventy Three Cents
4036 5/19/16	\$ 175,503.80	One Hundred Seventy Five Thousand, Five Hundred Three Dollars, & Eighty Cents

PAYROLL REGISTER

2156 4/22/16	\$ 189,997.98	One Hundred Eighty Nine Thousand, Nine Hundred Ninety Seven Dollars, & Ninety Eight Cents
2157 5/6/16	\$ 190,017.91	One Hundred Ninety Thousand, Seventeen Dollars, & Ninety One Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
May 19, 2016

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>
Leslie Reyman	PT Librarian I/Step 1	Adult & Teen Services	05/23/16
Sarah Jampol	Page/\$9.00 hr.	Circulation – Npt	06/01/16

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
James King	Page/\$9.00 hr.	Children & Family	04/27/16

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>
Change of Department			
Michelle Rung	Librarian III/Head of Adult & Teen Services /Step 9	Adult & Teen Services	05/09/16
Seasonal Pages			
Jessica Camenzuli	Seasonal Page/\$9.00 hr.	Children & Family	06/13/16 – 08/09/16
Marissa D'Alonzo	Seasonal Page/\$9.00 hr.	Children & Family	06/13/16 – 08/09/16
Julia Menges	Seasonal Page/\$9.00 hr.	Children & Family	06/13/16 – 08/09/16
Grace Mortimer	Seasonal Page/\$9.00 hr.	Children & Family	06/13/16 – 08/09/16
Miranda Schmidt	Seasonal Page/\$9.00 hr.	Children & Family	06/13/16 – 08/09/16
Hannah Van Wickler	Seasonal Page/\$9.00 hr.	Children & Family	06/13/16 – 08/09/16

Report approved by Board of Trustees

Gasparine Cloutier

 Secretary

PERSONNEL REPORT
ADDENDUM
Approval of the Following Personnel Matters
May 19, 2016

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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D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Michelle Epstein	Librarian IV	Administration	06/17/16
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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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Promotion

Janet Naideau	Librarian III/Head of Community Services/Step 9	Community Services	05/23/16
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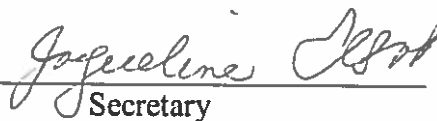
Request for Medical Leave

Miriam Roth	Page	Adult & Teen Services	05/13/16 – 06/03/16
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Request for Leave of Absence

Kyle Byrne	Page	Circulation Services - EN	06/16/16 – 06/25/16
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Report approved by Board of Trustees



 Secretary

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2016 Additional Library Closings

Northport Nautical Mile Race

June 18, 2016 (Saturday)

Northport Building Open at 10:00 AM

East Northport Festival

September 9, 2016 (Friday)

East Northport Building Close at 5:00 PM

September 10, 2016 (Saturday)

East Northport Building Close all day

Cow Harbor Weekend

September 17, 2016 (Saturday)

Northport Building Open at 12:00 Noon

September 18, 2016 (Sunday)

Northport Building Close all day