

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OCTOBER 20 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, October 20, 2016.

I. CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:16am. Also present were Jacqueline Elsas, Georganne White, Andrea Gladding, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney. Toni Wu of Bayside CPA PLLC, library auditor, was in attendance to deliver the Auditor's Report.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Elsas moved to approve 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 September 15, 2016 regular meeting, seconded by Mrs. Gladding and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. After presentation and discussion of the Auditor's report, Mrs. Gladding moved to accept report, seconded by Mrs. Hartough and unanimously carried.

B. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$263,820.45, page 4051, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$184,857.18, page 4052, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$111,481.44, page 4053, seconded by Mrs. Hartough and unanimously carried.

C. Payroll Register

Mrs. Elsas moved to approve payroll of \$178,652.01, page 2167, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$184,468.12, page 2168, seconded by Mrs. Gladding and unanimously carried.

D. Review of monthly expenditures

E. 2015/2016 Audit Allocations of Funds

Based on the recommendations from the 2015/2016 audit by Bayside CPA PLLC presented at the October 20, 2016 Board meeting, be it resolved that the Board of Trustees moves to approve an increase in the assigned fund balance for accrued sick pay from 40% to 50% of liability at fiscal year end June 30, 2016. Mrs. Elsas moved to approve this recommendation, seconded by Ms. White and unanimously carried.

F. Review of statistical summary**VII. COMMUNICATIONS**

Mrs. McGrail read a letter from SCLS stating that there will be a vacancy on the SCLS Board.

VIII. DIRECTOR'S REPORT**Administration**

All custodial and security staff have been CPR/AED certified. A number of additional staff requested to attend the training, bringing the total number now certified to 22.

New door access codes are being assigned based on job responsibilities. Annual door code changes are designed to address staff-turnover and inappropriately shared codes.

Database subscriptions are reviewed annually to determine if usage warrants their renewal. Collections from state subscriptions (NOVEL), county-wide subscriptions (Live-brary), coordinated orders (SCLS), and direct orders (NENPL) are developed based on how they complement their more regional counterparts. Our analysis looks at content, ease of use, combined with training and promotional impacts.

Buildings and Grounds

We are replacing the sun and water-damaged wooden window sills in the Northport building. The sills in the lobby, adjacent to the Circulation Desk, have just been replaced. The new woodgrain laminate is more durable and matches the material recently installed outside the Northport meeting room.

Network & Systems

A new firewall was installed while the library was closed for Columbus Day. The computer network needed to be taken off-line to perform this procedure which would have had a huge impact to patron service if this was done while the library was open.

Circulation

There has been a noticeable increase in the circulation of Adult & Juvenile magazine collections when compared to both last month and last year for the same time period.

Community Services

Italy is the birthplace of espresso and cappuccino and 26 patrons explored these two national drinks in a program entitled *Coffee Culture*. Sixty-four patrons enjoyed more Italian culture by singing along, in Italian, with singer and guitarist Dave Anthony Setteducati at our *Fireside Friday* performance.

Caroline Doctorow, a leading force on the folk music scene, performed works of early '60s songwriters Bob Dylan, Joan Baez, Donovan, and others during the *Great American Folk Song Revival* with 57 patrons in attendance.

Twenty-seven patrons attended *Funeral Planning* which covered how to preplan and prefund a funeral for yourself or a loved one, what important documents to gather, which types of accounts and other important details to consider.

Adult and Teen Services

Our monthly display table theme on running coincided with *The Great Cow Harbor 10-Kilometer Run*. The display table also featured a congratulations sign for Mikey Brannigan, East Northport's Gold Medalist in the 2016 Paralympics. Mikey saw the display and shared his excitement for having his achievement highlighted at his library.

The Library booth at the *East Northport Festival* turned out to be a hot spot, not just for its popularity, but for the WiFi access the Library provided to the park and the heat that was provided by Mother Nature.

Everyone's ears were ringing at this year's *Cow Harbor Day* as the Library's cow bells were a popular sound heard throughout the day.

Staff participated in the *Fall Harvest Festival* held at the Northport Veterans Affairs Medical Center where donated books and magazines were given to the veterans. About 96 individuals stopped by the library table inquiring about library cards and program participation.

The Libraries in the Town of Huntington participated in the *Huntington Fall Festival* by sharing a booth and promoting Live-brary and other mutually offered programs and services.

Another successful Volunteer Fair introduced 25 organizations to 150 potential volunteers.

Children and Family Services

The *Dewey Decimal's Diner* is open for business in the Northport Children's Room. Families are enjoying creative, open play with easy-to-read menus, restaurant order pads, aprons, chef hats,

kitchen utensils, placemats, pots and pans, serving trays, toaster, broom, sponges, stove, grill, cash register, play food, and more.

1,000 Books Before Kindergarten program was just launched with 79 patrons already registered.

The Northport Community Room was converted into a planetarium with Starlab's inflatable dome in which 31 children learned about Greek mythology and constellations.

IX. PERSONNEL REPORT

Mrs. Hartough moved to approve "B. New Employees" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

Ms. White moved to approve "E. Other" in the personnel report, seconded by Mrs. Gladding and unanimously carried.

X. OTHER BUSINESS

Mr. Olney informed the Board of a Trustee training program to be held at SCLS in January. The Library received Bullet Aid in the amount of \$35,000.00, thanks to our Senators John Flanagan and Carl Marcellino.

XI. DATES OF FUTURE MEETINGS

Thursday November 17, 2016 10am-Regular Meeting

Thursday December 15, 2016 10am-Regular Meeting


XII. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS STAFF CONTRACT

Mrs. Elsas moved to convene in Executive Session, seconded by Ms. White and unanimously carried. Mrs. Elsas moved to come out of Executive Session, seconded by Ms. White and unanimously carried at 11:53am.

VX. ADJOURNMENT

Mrs. Elsas moved to adjourn the regular meeting at 11:54am, seconded by Ms. White and unanimously carried.

Respectfully submitted,



Margaret Hartough



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

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, October 20, 2016, 10:00 AM** in the Board Conference Room. Toni Wu of Bayside CPA PLLC, library accountant, will be in attendance.

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. Discussion and acceptance of Auditor's Report on Examination (Motion required)
 - B. Approval of warrants (Motion required)
 - C. Acceptance of payroll registers (Motion required)
 - D. Review of monthly expenditures
 - E. 2015/2016 Audit allocation of funds (Motions required)
 - F. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Other Business
- XI. Date of next library board meetings:
Thursday, November 17, 2016, 10:00 AM – Regular Meeting
Thursday, December 15, 2016, 10:00 AM – Regular Meeting
- XII. Motion to convene in Executive Session to discuss staff contract
- XIII. Adjournment

**LIBRARY BOARD MEETING
OCTOBER 20, 2016**

ACCOUNTS PAYABLE

4051 9/21/16	\$ 263,820.45	Two Hundred Sixty Three Thousand, Eight Hundred Twenty Dollars, & Forty Five Cents
4052 10/5/16	\$ 184,857.18	One Hundred Eighty Four Thousand, Eight Hundred Fifty Seven Dollars, & Eighteen Cents
4053 10/20/16	\$ 111,481.44	One Hundred Eleven Thousand, Four Hundred Eighty One Dollars, & Forty Four Cents

PAYROLL REGISTER

2167 9/23/16	\$ 178,652.01	One Hundred Seventy Eight Thousand, Six Hundred Fifty Two Dollars, & One Cent
2168 10/7/16	\$ 184,468.12	One Hundred Eighty Four Thousand, Four Hundred Sixty Eight Dollars, & Twelve Cents

VI. Financial Secretary & Treasurer's Report
E. 2015/2016 Audit allocation of funds
(Motions required)

Based on the recommendations from the 2015/2016 audit by Bayside CPA PLLC presented at the October 20, 2016 Board meeting, be it resolved that the Board of Trustees moves to approve an increase in the assigned fund balance for accrued sick pay from 40% to 50% of liability at fiscal year end June 30, 2016.

PERSONNEL REPORT
Approval of the Following Personnel Matters
October 20, 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>
Matthew Joyce	Page/\$ 9.00 hr.	Circulation – Npt	10/24/16
Eileen Heinzman	Page/\$ 9.00 hr.	Adult & Teen	10/27/16

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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E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Deceased			
Miriam Roth	Page/\$13.75 hr.	Adult & Teen – Npt	09/18/16
Request for Leave of Absence			
Denise DeSousa	Café Worker/\$9.75	Community Services	11/21/16 – 12/02/16
Vincent Catalano	Security Guard/\$20.59	Security	12/16/16 – 01/10/17

Report approved by Board of Trustees


 Secretary