

NORTHPORT EAST-NORTHPORT PUBLIC LIBRARY

MEETING FEBRUARY 15, 2018

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, February 15, 2018.

- I. CALL TO ORDER Chairperson Jacqueline Elsas call the meeting to order at 10:07am. Also present were Margaret Hartough, Georganne White, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.
- II. PLEDGE OF ALLEGIANCE was recited by those attending.
- III. ADOPTION OF THE AGENDA
Mrs. Hartough 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 minutes of January 17, 2018, seconded by Mrs. Bensimon and unanimously carried.
- VI. FINANCIAL SECRETARY & TREASURER'S REPORT
 - A. Approval of Warrants
Mrs. McGrail moved to approve warrant for \$288,633.16, page 4112, seconded by Mrs. Hartough and unanimously carried.
Mrs. Hartough moved to approve warrant for \$196,247.37, page 4113, seconded by Ms. White and unanimously carried.
Ms. White moved to approve warrant for \$157,331.44, page 4114, seconded by Mrs. Bensimon and unanimously carried.
 - B. Payroll Register
Mrs. McGrail moved to approve payroll of \$190,742.99, page 2207, seconded by Mrs. Hartough and unanimously carried.
Mrs. Hartough moved to approve payroll of \$195,692.83, seconded by Ms. White and unanimously carried.
 - C. Review of Monthly Expenditures
 - D. Review of Statistical Summary
- VII. COMMUNICATIONS
No communications to report

VIII. DIRECTOR' S REPORT

Administration

The outlook from meetings with school district representatives to shed some light onto exterior illumination is beginning to brighten.

Staff are encouraged to contact their supervisors when inclement weather will impact their safe and timely arrival to work. Schedules are being reviewed to provide adequate time for sidewalks and parking lots to be cleared of snow and ice.

Online training opportunities for staff continue with a timely topic, *Common Illness Prevention*.

Buildings and Grounds

A new water cooler with filter and bottle filler has been installed on the lower level in East Northport. Painting of the gallery has been completed and awaits the installation of a new coat rack.

A new exterior return bin for media items has been installed at East Northport. The corresponding exterior return bin for books was replaced in April 2015 following a mishap during an attempted pizza delivery.

New timed lighting controls have been installed on select circuits in the main reading room of the Northport building. Once these trial units prove effective additional circuits will be converted.

Network and Systems

The Network and Systems department prepared for the Sierra migration by keeping the staff informed and updating many of the computers remotely while the library was closed on the evening prior. Due to all their thorough preparation and hard work the transition was successful.

A coordinated order for an online staff-training product called *KnowBe4* will provide security awareness education for staff. It will familiarize staff with practices that lead to security vulnerabilities such as advanced phishing and ransomware attacks. This education will help protect staff online and reduce the library's network vulnerability.

Circulation

During the month of February, 90 of the 96 appointments for the *AARP Tax Assistance* are already booked. This very popular program is only available at select libraries. Our library is one of the select libraries based on the exceptional assistance provided by our staff to the volunteers and appointment holders.

Community Services

The *Mindfulness-Based Stress Reduction* program helped 47 patrons learn better ways to deal with life's stressors and reduce its negative impact on their health.

A Fireside Friday: Happy Harps Duo featured classically-trained mother and daughter harpists who entertained 45 patrons with their melodies.

Latinology played tribute to the legends of Afro-Cuban jazz and salsa with creative arrangements of pop, soul, R&B, and jazz songs infused with salsa, merengue, bachata, cha-cha, and bolero rhythms. One hundred and sixty patrons of all ages enjoyed this dynamic six-member music ensemble as they presented their unique blend of musical entertainment.

Adult and Teen Services

The Friday showings of *Dunkirk* brought together a combined total of 115 patrons to watch this film about how allied soldiers surrounded by the German Army were evacuated during a fierce battle in World War II.

A display table has been set up at the *First National Bank of Long Island* branch on Main Street as part of their *Small Business Spotlight Corner*.

Librarians presented resources and new library card applications to students enrolled in *English as a New Language* classes at the *East Northport Middle School*.

Children and Family Services

The *Happy Clam Band* had 93 patrons moving and grooving to original music from singer/songwriters Lena Pennino and Brian Smith.

Visitors to the Museum Cove are enjoying watching new chess pieces emerge from the 3D printer. Based on homeschooled families who have expressed an interest in chess, a successful drop-in *Introduction to Chess* was offered with the assistance of teen volunteers.

The school librarians from our district attended a meeting our staff hosted to share library resources, reviewed over 25 new titles, discussed vetting authenticity in children's books, and shared tips for website evaluations.

A new bookcase for the Northport Little Book Collection was installed in January to bring more attention to this sizable collection. Now that these titles are properly displayed, their monthly circulation has doubled.

IX. PERSONNEL REPORT

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

X. OTHER BUSINESS

The Librarian Trustee Association will be holding a workshop on April 28, 2018.

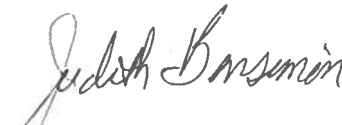
XI. DATES OF FUTURE MEETINGS

Tuesday, March 27, 2018	5:30pm	Regular Meeting
Tuesday, March 27, 2018	7:30pm	Public Information Meeting
Tuesday, April 10, 2018	9am-9pm	Library Vote & Election of Trustee
Thursday, April 19, 2018	10:00am	Regular Meeting

XII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 11:30am, seconded by Ms. White and unanimously carried.

Respectfully submitted,



Judith Bensimon
Secretary



Northport-East Northport Public Library

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Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, February 15, 2018, at 10:00 AM** in the Board Conference Room.

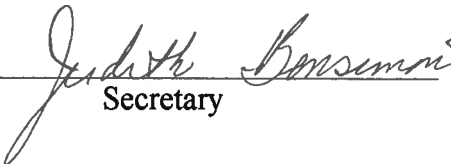
AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public 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. Other Business
- XI. Date of next library board meetings:
Tuesday, March 27, 2018, 5:30 PM – Regular Meeting
Tuesday, March 27, 2018, 7:30 PM – Public Information Meeting
Tuesday, April 10, 2018, 9:00 AM – 9:00 PM – Library Vote & Election of Trustee
Thursday, April 19, 2018, 10:00 AM – Regular Meeting
- XII. Adjournment

PERSONNEL REPORT
Approval of the Following Personnel Matters
February 15, 2018

A. Salary Increase			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
B. New Employees			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Salvatore Sottile	Security Guard/\$17.90 hr.	Security	02/15/18
C. Resignations			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
D. Retirement			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
E. Other			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>

Report approved by Board of Trustees


 Secretary

**LIBRARY BOARD MEETING
FEBRUARY 15, 2018**

ACCOUNTS PAYABLE

4112 1/24/18	\$ 288,633.16	Two Hundred Eighty Eight Thousand, Six Hundred Thirty Three Dollars, & Sixteen Cents
4113 2/7/18	\$ 196,247.37	One Hundred Ninety Six Thousand, Two Hundred Forty Seven Dollars, & Thirty Seven Cents
4114 2/15/18	\$ 157,331.44	One Hundred Fifty Seven Thousand, Three Hundred Thirty One Dollars, & Forty Four Cents

PAYROLL REGISTER

2207 1/26/18	\$ 190,742.99	One Hundred Ninety Thousand, Seven Hundred Forty Two Dollars, & Ninety Nine Cents
2208 2/9/18	\$ 195,692.83	One Hundred Ninety Five Thousand, Six Hundred Ninety Two Dollars, & Eighty Three Cents