

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING DECEMBER 20, 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, December 20, 2018.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:15am. Also present were Jacqueline Elsas, Georganne White, Judith Bensimon, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was Elizabeth McGrail.

II. PLEDGE OF ALLIGENCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Ms. White moved to approve the agenda, seconded by Mrs. Elsas and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Elsas moved to approve minutes of November 15, 2018, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$188,849.07, page 4145, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$322,470.44, page 4146, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$201,774.65, page 4147, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$212,103.60, page 4148, seconded by Ms. White and unanimously carried.

B. Payroll Register

Ms. White moved to approve payroll of \$195,108.90, page 2230, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$204,221.55, page 2231, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$15,028.47, page 2231 (Batch 2), seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$199,896.30, page 2232, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

No Communications to report.

VIII. DIRECTOR'S REPORT

Administration

Department heads were reminded that they should partner with a security guard before addressing any behavioral issues or violations of the library's *Rules of Conduct* policy.

The online network security training will continue with the next level of training in which department heads will be sent a phishing security test. This test will be disguised as a legitimate email to reveal our network vulnerability.

The importance of good customer service was discussed using recent examples of poor customer service in the retail industry.

Library administration met with the Town of Huntington to discuss a parking proposal to alleviate the congestion in our East Northport parking lot during Little League season. A subsequent meeting was also held with the Larkfield-Northport Little League President to gain their support for the proposed changes.

Buildings and Grounds

The sealant on the perimeter of the East Northport skylight panels has been replaced to address leaks during wind-driven rain.

Network and Systems

Heavy snow from the first snow storm of the season caused damage to many trees. Cleanup of the tree damage during the weekend following the storm, approximately five miles from the library, resulted in our fiber line being cut. This severed the library's access to the Internet until temporary access could be configured by our Head of Network and Systems using a secondary provider. Both the fiber line and service have been restored.

Circulation

In the seven months since this year's Silver Star coupon booklet campaign began, 243 booklets have been distributed exceeding last year's twelve month total of 238.

New audiobook cases which hold up to 10 discs and take up half the shelf space have been purchased. These will be used for new items and for replacements of worn out larger cases.

A custom modification has been made to the public copiers by the company that services these machines. A plastic cover has been secured over the advanced copier settings to reduce the confusion that was caused by menus of unused features.

Community Services

The scarf, hat, mitten, glove, and sock collection has been going well in both buildings with many beautiful handmade items included in the donations.

The Township Theatre Group's Touring Company presented *Bumps in the Road* to an audience of 76 patrons. This performance showcased original short plays about people embarking on

what they hope will be a journey to happiness, romance, or an exciting new relationship with stumbling blocks and unexpected challenges along the way.

Recipes for a Spectacular Fall Season featured Chef Rob Scott preparing a delicious seasonal menu. The demonstration provided flavorful tastings of pork tenderloin with a spiced cranberry relish, roasted acorn squash with walnuts and cranberries, and pumpkin pie cannoli for 37 patrons.

Citizens Campaign for the Environment in partnership with Suffolk County offered an informative program focusing on the benefits of replacing cesspools and antiquated septic tanks with new innovative alternatives. Forty-two patrons learned how they may be eligible to receive grant funds to help offset the cost of a newer, environmentally-friendly unit for their home.

Adult and Teen Services

The Friday Movies *Three Identical Strangers* and *Mamma Mia! Here We Go Again* had strong attendance. The documentary *Three Identical Strangers* was not the typical blockbuster but based on positive audience feedback other documentaries will be considered for future showings.

One-hundred-sixty-eight additional historic postcards of our community have been added to the New York Heritage digital collection.

Children and Family Services

Author Veera Hiranadani drove from her home in Hastings-on-Hudson to talk to our Newbery Club. Veera shared an intimate look at her diverse family with 23 attendees. Research of her own heritage has led to her new book *The Night Diary*.

The Youth and Family Services librarians hosted two Boy Scout troops for Breakout EDU. The Bellerose Avenue School scouts solved a Star Wars mystery and the Dickinson Avenue scouts were challenged with a patriotic puzzle for Veteran's Day.

The initial VOX book collection, consisting of 50 titles, circulated 51 times during its debut this past month.

IX. PERSONNEL REPORT

Ms. White moved to approve "C. Resignations" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve "E. Other" in the personnel report, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon move to approve "E. Other" in the personnel report addendum, seconded by Ms. White and unanimously carried.

X. OTHER BUSINESS

No Other Business to Report

XI. DATES OF FUTURE MEETINGS

Thursday, January 17, 2019

10:00am

Budget Work Session

Thursday, January 17, 2019

11:00am

Regular Meeting

Thursday, February 21, 2019

10:00am

Regular Meeting

XII. ADJOURNMENT

Ms. White moved to adjourn meeting at 11:25am, seconded by Mrs. Elsas and unanimously carried.

Respectfully submitted,



Judith Bensimon
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

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, December 20, 2018, 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. Other Business
- XI. Date of next library board meetings:
Thursday, January 17, 2019, 10:00 AM – Budget Work Session
Thursday, January 17, 2019, 11:00 AM – Regular Meeting
Thursday, February 21, 2019, 10:00 AM – Regular Meeting
- XII. Adjournment

**LIBRARY BOARD MEETING
DECEMBER 20, 2018**

ACCOUNTS PAYABLE

4145 11/14/18	\$ 188,849.07	One Hundred Eighty Eight Thousand, Eight Hundred Forty Nine Dollars, & Seven Cents
4146 11/28/18	\$ 322,470.44	Three Hundred Twenty Two Thousand, Four Hundred Seventy Dollars, & Forty Four Cents
4147 12/12/18	\$ 201,774.65	Two Hundred One Thousand, Seven Hundred Seventy Four Dollars, & Sixty Five Cents
4148 12/20/18	\$ 212,103.60	Two Hundred Twelve Thousand, One Hundred Three Dollars, & Sixty Cents

PAYROLL REGISTER

2230 11/16/18	\$ 195,108.80	One Hundred Ninety Five Thousand, One Hundred Eight Dollars, & Eighty Cents
2231 11/30/18	\$ 204,221.55	Two Hundred Four Thousand, Two Hundred Twenty One Dollars, & Fifty Five Cents
2231 11/30/18 Batch 2	\$ 15,028.47	Fifteen Thousand, Twenty Eight Dollars, & Forty Seven Cents
2232 12/14/18	\$ 199,896.30	One Hundred Ninety Nine Thousand, Eight Hundred Ninety Six Dollars, & Thirty Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
December 20, 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>
-------------	----------------------------------	-------------------	-----------------------

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Patricia Welsh	Page/\$11.95 hr.	Circulation – EN	12/26/18
----------------	------------------	------------------	----------

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>
-------------	----------------------------------	-------------------	-----------------------

Request for Leave of Absence

Kathleen Kelly	Café Worker	Community Services	01/23/19 – 03/26/19
----------------	-------------	--------------------	---------------------

Report approved by Board of Trustees



 Secretary

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
December 20, 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>
-------------	----------------------------------	-------------------	-----------------------

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>
-------------	----------------------------------	-------------------	-----------------------

Request for Leave of Absence

Kathleen Lotito	PT Library Clerk/Step 1	Circulation – EN	12/18/18 – 12/30/18
-----------------	-------------------------	------------------	---------------------

Report approved by Board of Trustees


Secretary