

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of December 18, 2012

Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Board Conference Room on Tuesday, December 18, 2012.

1) CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 5:34 PM. Also attending were Robert Little, Margaret Hartough, Andrea Gladding, Patricia Flynn, Director James Olney and Assistant Director Nancy Morcerf.

2) PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited by those attending the meeting.

3) MINUTES OF PREVIOUS MEETINGS

Mrs. Flynn moved to approve the minutes of November 15, 2012 as presented, seconded by Mr. Little and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mr. Little moved to approve warrant for \$ 1,208,086.18, page 3870, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 46,833.41, page 3871, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 18,581.40, page 3872, seconded by Mrs. Flynn and unanimously carried.

Mrs. Flynn moved to approve warrant for \$ 4,233.00, page 3873, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 206,601.24, page 3874, seconded by Mrs. Hartough and unanimously carried.

PAYROLL REGISTER

The Board accepted the payrolls for the period ending:

November 23, 2012	Page 2067	\$ 178,278.49
December 7, 2012	Page 2068	188,495.21

B. Review of monthly expenditures

C. Review of statistical summary

5) COMMUNICATIONS

6) DIRECTOR'S REPORT

The Director's Report was given orally in addition to the packet available to the Trustees at the Circulation Desk prior to the meeting.

Administration – The library's 2013 New York State Retirement Contribution Invoice was paid in full before December 15 earning a prepayment discount and saving all finance charges. Focus has now returned to the budget preparation for the 2013/14 fiscal year.

Planters have been reinstalled at the East Northport building's Larkfield Road sidewalk entrance to discourage vehicle traffic from driving on the walkways.

The number of patrons needing Homebound Service is increasing. We are reviewing procedures and researching the "Free Matter" stamp used to mail materials to homebound individuals with visual or physical disabilities. Our goal is to continue to provide high-quality service in the most cost-effective manner.

Adult Services – The library's vital role as a Community Center is reinforced every day. In just one day the reference staff referred a patron to a suicide hotline, helped locate a potential runaway and counseled library users that were having difficulty working in a public environment.

Our Career Librarian and Branch Librarian (Assistant Director) filled a last-minute need for the Employment Network Program participants when the Harborfields Library could not provide the room or the staff to demonstrate career resources.

Buildings and Grounds – One of the library's lighting control panels in Northport began to function erratically by turning lighting zones off at its own pre-determined times. A service call has not yet determined the extent of the damage but the panel is being bypassed until repair costs can be evaluated.

The electronic locking system used to access the Northport building has been replaced and new keys are being issued to appropriate staff.

The East Northport building's septic system was serviced following the critical role it played during Sandy's recovery effort.

Circulation – East Northport – The INN-Reach (LI-Link) service loaned more of our own unique items to Nassau residents than we borrowed, accentuating the breadth of our own collection.

Director's Report (continued)

Circulation – Northport – One of the Northport building's security gates is not functioning properly providing us an opportunity to evaluate a number of solutions.

Community Services – Sandy impacted library programming by causing the cancellation of sixteen programs.

The Friends of the Library were very pleased to sponsor the Jazz Concert when our Rotary sponsorship was lost. 70 patrons attended.

Network and Systems – Once Northport's power was restored, 22 UPS units had to be replaced on computer workstations and the phone system required significant repairs. Parts and the technical skills to repair this obsolete phone system are becoming a scarce resource.

New public computers running upgraded browsers on Windows 7 have been installed in the adult reading room.

Tech Services – Loan period labels affixed to items are being eliminated to save printing and labor costs while also providing more flexibility in the future.

Patron-initiated renewal limits will be standardized to three renewals providing holds do not exist on the item.

Youth Services – As an active member of the Huntington Area Public Libraries Outreach (HAPLO), staff visited the children at Stony Brook Hospital and distributed books and get-well packets to patients from various towns, including Huntington.

7) PERSONNEL REPORT

No personnel changes to report.

8) PERIOD FOR PUBLIC EXPRESSION

9) PROPOSED SCLS 2013 OPERATING BUDGET

Mr. Little moved to approve the SCLS 2013 Operating Budget, seconded by Mrs. Hartough and unanimously carried.

10) UNFINISHED BUSINESS

A ¾ ton ductless air conditioning system supplying the Accounting Department with heating and cooling needs to be replaced.

11) OTHER BUSINESS

Two unique materials that were donated to the Northport Library have been appraised by Christie's Auction House. The library will contact the New York Public Library for information regarding preservation and to explore the possibility of placing one item on permanent loan.

12) DATES OF FUTURE MEETINGS

Thursday, January 24, 2013, 10:00 AM – Budget Work Session


Thursday, January 24, 2013, 11:00 AM – Regular Board Meeting

Tuesday, February 19, 2013 5:30 PM – Regular Board Meeting

13) ADJOURNMENT

Mrs. Hartough moved to adjourn at 7:38 PM, seconded by Mr. Little and unanimously carried.

Respectfully submitted,


Margaret Hartough
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
December 18, 2012

No personnel changes to report

A. Salary Increase

Name

Position & Grade/Step

Department

Effective Date

B. New Employees

Name

Position & Grade/Step

Department

Effective Date

C. Resignations

Name

Position & Grade/Step

Department

Effective Date

D. Retirement

Name

Position & Grade/Step

Department

Effective Date

E. Other

Name

Position & Grade/Step

Department

Effective Date