

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of February 19, 2013 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, February 19, 2013 at 5:30 PM.

1) CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 5:41 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 the Budget Work Session held on January 24, 2013 as presented, seconded by Mr. Little and unanimously carried.

Mrs. Gladding moved to approve the minutes of the Regular Meeting of January 24, 2013 as amended, seconded by Mrs. Flynn and unanimously carried.

Mrs. Hartough moved to approve the minutes of the Special Meeting of February 4, 2013 as amended, seconded by Mrs. Gladding and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Gladding moved to approve warrant for \$ 68,039.35, page 3879, seconded by Mrs. Flynn and unanimously carried.

Mr. Little moved to approve warrant for \$ 238,974.41, page 3880, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 193,211.81, page 3881, seconded by Mr. Little and unanimously carried.

PAYROLL REGISTER

The Board accepted the payrolls for the period ending:

February 01, 2013	Page 2072	\$178,500.28
February 15, 2013	Page 2073	178,793.27

B. Review of monthly expenditures

C. Review of statistical summary

5) COMMUNICATIONS

A letter received by Chairperson Elizabeth McGrail from Northport resident Howard Mandell stated his opinion regarding the pension former Library Director Eileen Minogue is receiving upon her retirement.

Chairperson Elizabeth McGrail responded to Mr. Mandell's letter.

Library Counsel Douglas McNally has informed the Northport Library that his hourly fee will increase from \$225 an hour to \$230 an hour.

6) DIRECTOR'S REPORT

Administration – The third annual meeting held by Administration with our Head of Security and security guards provided a forum to discuss safety issues and gain insight into best practices while fostering an environment of teamwork.

An evaluation of a recent fire evacuation allowed for reiteration of procedures as well as practical improvements.

Adult Services – The Adult Services Department Head has devised a strategy to provide an entire new audience for our existing CD book collection. As with many of our collections, we strive to develop the holdings in each building so that they complement one another. Despite the ability to browse the items held in both buildings using the catalog, most patrons prefer to just browse the shelves. This created the inspiration for a Visiting Collection, a temporary display of selected materials on loan from the other building.

The library recently held two programs entitled *Revitalize Your Resume* attended by 29 patrons and *Overcome Long-term Unemployment and Find a Job* attended by 17 patrons as we continue to provide support and training for our unemployed residents.

Buildings and Grounds – During the January windstorm the surviving blue spruce that had framed the right side of the East Northport building's Larkfield Road façade fell. Our arborist surveyed the damage and concluded the tree could not be saved and subsequently removed it.

The blizzard of 2013 proved to be quite a challenge for our Buildings and Grounds staff who after digging out their own homes found their neighborhood streets to be impassable. The next day brought sunshine and the realization that more than two feet of heavy snow still needed to be removed from the sidewalks and staircases of both buildings. During the snow removal one of the snow blowers broke causing this process to take even longer to complete.

Buildings and Grounds (continued)

Most residents have already adjusted to the town's decision to only recycle rechargeable batteries making the need for the proposed second collection bin which would visually differentiate between recycling and disposal unnecessary.

Circulation – The staff has welcomed many new patrons during the last month as they issued over 100 new library cards.

Since the introduction of SMS text messaging, over 400 patrons have signed up for this efficient and cost-saving service.

Circulation staff representing libraries in our town met to review the impact of Huntington Public Library's decision to withdraw from PALS consortium.

Community Services – Chinese acrobat Li Liu spun plates, hand balanced, cycled, danced and juggled for 200 patrons during our *Sunday Family Special*. East Northport Middle School students performed for an audience of 125 on a Fireside Friday. Our own Bob Little presented *Snapshots in Time 11* and provided autographed copies of his book to 30 patrons.

The Friends of the Library have agreed to sponsor future *On-Your-Own Train trips into New York City*. The LIRR recently raised their discounted round-trip tickets from \$8 to \$8.75 so the Friends will sell these tickets at \$10 to make a \$1.25 profit on each ticket sold.

Network and Systems - A new camera was installed in the Northport Study Room which provides dual connectivity, sending the image to both our recording equipment and to select staff desktops throughout the building, simplifying the monitoring of this room. The excess camera was used to replace a faulty unit located in another area of the building.

Tech Services – To reduce the material costs associated with the processing of new items and in light of an interest to coordinate loan periods on a consortium level we will no longer be labeling individual items with their loan periods. These custom-ordered labels have been blamed for covering pertinent information on original packaging and will hinder our ability to make changes in the future.

Youth Services – This is the final and third year of our Youth Service's Department Head term on the board of the USBBY-United States Board on Books for Young People. This experience continues to help in the development of our International and Global Literature Collection. As this unique collection grows, now even more with a generous donation of materials from NorthSouth Books, Inc., we will continue to promote its breadth to all patrons with a particular emphasis to students in the high school International Baccalaureate (IB) program.

Youth Services – (Continued)

Our Teen Services intern has completed her time with us. During her stay she developed several teen bibliographies, updated a Helpings Hands brochure, and assisted teen programs.

7) PERSONNEL REPORT

Mr. Little moved to approve “B New Employees” in the Personnel Report, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve “E Other” in the Personnel Report, seconded by Mrs. Flynn and unanimously carried, see attached page.

8) NON-CONTRACT STAFF SALARIES

Mrs. Gladding moved to approve Non-Contract Staff Salaries, seconded by Mrs. Hartough and unanimously carried.

9) PROPOSALS FOR LANDSCAPE MAINTENANCE PROGRAM

03/01/13-02/28/15

Mrs. Flynn moved to accept the landscaping maintenance proposal from Brothers II of \$500 per month for the Northport Library building and \$200 per month for the East Northport Library building for a ten month period over the next two years, seconded by Mr. Little and unanimously carried.

10) PERIOD FOR PUBLIC EXPRESSION

11) UNFINISHED BUSINESS

12) OTHER

The Personnel Committee reported on the progress of staff negotiations.


13) DATES OF FUTURE MEETINGS:

Tuesday, March 12, 2013	6:00 PM	Regular Board Meeting
Tuesday, March 12, 2013	7:30 PM	Budget Information Night
Tuesday, April 2, 2013	9:00 AM – 9:00 PM	Library Vote
Tuesday, April 16, 2013	5:30 PM	Regular Board Meeting

14) ADJOURNMENT

Mrs. Flynn moved to adjourn at 7:47 PM, seconded by Mr. Little and unanimously carried.

Respectfully submitted


Margaret Hartough
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
February 19, 2013

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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Callum Hutchinson	Page/\$7.25 hr.	Circulation – Npt	02/08/13
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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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E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Request for Medical Leave

Andrew Bloecker	Page	Adult Services - EN	01/19/13 – 03/16/13
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