

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
Meeting of May 21, 2013 Approved

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 Tuesday, May 21, 2013.

**1) CALL TO ORDER**

Chairperson Elizabeth McGrail called the meeting to order at 5:40 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 MEETING**

Mrs. Flynn moved to approve the minutes of April 16, 2013 as amended, seconded by Mr. Little and unanimously carried.

**4) FINANCIAL SECRETARY & TREASURER'S REPORT**

**A. Approval of warrants**

Mr. Little moved to approve warrant for \$ 288,517.54, page 3888, seconded by Mrs. Flynn and unanimously carried.

Mr. Little moved to approve warrant for \$ 44,010.35, page 3889, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 186,933.26, page 3890, seconded by Mrs. Flynn and unanimously carried.

**PAYROLL REGISTER**

The Board accepted the payroll for the period ending:

April 26, 2013	Page 2078	\$ 183,643.54
May 10, 2013	Page 2079	182,183.96

**B. Review of monthly expenditures**

**C. Review of statistical summary**

**5) COMMUNICATIONS**

Dr. Maureen White, Chair, 2014 Batchelder Committee Chair, Associate Professor, University of Houston-Clear Lake, Houston, TX thanked the library for its support of Doris Gebel, Head of Youth Services, during her term on the Association for Library Service to Children's Mildred L. Batchelder Award Committee.

**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** – A meeting was held with representatives of the Northport Arts Coalition (NAC) to test the stage lighting and additional microphones purchased through a grant they received by NAC. The Library will provide the electrical work and storage for this equipment which will enhance the audience experience in our community room.

A speaker from the Employee Assistance Program provided a presentation entitled the Brilliance of Resilience for the staff. This workshop discussed the importance of resilience when addressing various obstacles at different stages in life.

A meeting was held with the fulltime members of the Buildings and Grounds staff to share our appreciation for their hard work and dedication while their Department Head was on medical leave.

Administration met with the management of Professional Cleaning People to share our dissatisfaction with how the buildings are cleaned. A video of a typical night of cleaning was shared leaving all in dismay.

National legislative issues were discussed with Luke Connors, Congressman Steve Israel's Constituent Affairs representative, in advance of National Library Week. Nassau and Suffolk Library Directors met with Senator Carl Marcellino to thank him for his support of libraries.

**Adult Services** – The annual Long Island Library Conference featured our Computer Services Librarian as a panelist at two programs. The first, Promises and Perils of Mobile Communication, presented how mobile communication is changing the way people are accessing information and how this is shifting library services. The second, Future-proof Your Library through Collaboration: Where reference Meets Technology provided a thought-provoking panel discussion between librarians and technicians as they tackled tough issues.

**Buildings and Grounds** – Our Buildings and Grounds staff has been busy sprucing up the exterior landscaping at both buildings by removing dead plant material and filling sinkholes.

The annual fire detection system maintenance and testing has been completed and the backup batteries to power the system during power outages have been replaced.

**Director's Report (continued)**

**Circulation** – New computers were installed at the Northport Circulation Desk to replace their older units. These new computers, as a result of their smaller size, free up space behind the desk and utilize imager scanners that accept 1D, 2D, and standard barcodes. These image scanners will allow patrons to check out material with a QR code, or barcode image in addition to using their library card. Patrons who have not adopted this newer technology will also be able to use a photo ID in lieu of their library card to check out material.

**Community Services** – The Friends of the Library co-sponsored a performance by Rave On! which entertained 75 patrons. National Library Week was celebrated with a complimentary performance by the Little Wilson Band who volunteered their services just because they love the library. The Township Theatre Group presented Watch the Gap, a series of short comedies to 100 patrons and the Northport One-Act Play Festival presented short plays to 45 patrons.

**Network and Systems** – Our current content filter has had four hardware failures in three years. The maintenance agreement has covered the failures at no additional charge while at great cost to the functionality of our system during these failures. After some negotiations, the provider has agreed to extend our maintenance on our current unit for another year at no cost.

The library's older storage server suffered multiple drive failures giving us the incentive to replace all the drives. While sacrificing some drive speed, we were able to increase our storage capacity.

**Tech Services** – An increase in inter-library loan requests has prompted us to assign a portion of a Tech Services page schedule to Northport Circulation. The page checks the book and media shelves for items placed on hold by patrons.

**Youth Services** – The Head of Youth Services coordinated with the Advisors and Students for 60,000 to assist in sorting a private collection of donated books. Some of the books were added to our collection while the remainder was donated to other agencies.

The Library partnered with the High School Art Department and YDA to host the annual fashion show to 70 audience members.

A Town Hall Meeting on Drug-proofing Your Community by the Drug and Alcohol Task-Force was attended by over 200 members of the community. This was a terrific opportunity for the library to become an active participant in the health and safety of our community's youth.

**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 "C Resignations" in the Personnel Report, seconded by Mrs. Gladding and unanimously carried.

Mrs. Flynn moved to approve "E Other" in the Personnel Report, seconded by Mr. Little and unanimously carried, page attached.

**PERSONNEL REPORT ADDENDUM**

Mrs. Hartough moved to approve "B New Employees" in the Personnel Report Addendum, seconded by Mrs. Gladding and unanimously carried, page attached.

**8) PERIOD FOR PUBLIC EXPRESSION**

**9) LOAN PERIODS AND FINES**

Mrs. Gladding moved to approve Loan Periods and Fines Effective July 1, 2013, seconded by Mrs. Flynn and unanimously carried.

**10) REVISION OF EXHIBIT AND DISPLAY POLICY**

Mrs. Flynn moved to approve the Revision of Exhibit and Display Policy seconded by Mr. Little and unanimously carried, page attached.

**11) REGULATIONS FOR USE OF LIBRARY MEETING ROOMS**

Discussion regarding the regulations for the use of Northport-East Northport Library meeting rooms was held.

**12) UNFINISHED BUSINESS**

**13) OTHER BUSINESS**

**14) DATES OF FUTURE MEETINGS**

Thursday, June 20, 2013, 10:00 AM	-	Regular Board Meeting
Thursday, July 18, 2013, 10:00 AM	-	Annual Reorganizational Meeting
11:00 AM	-	Regular Board Meeting
12:00 noon	-	Noon – Staff Recognition Ceremony

15) Mr. Little moved to leave the Regular Board Meeting and convene in Executive Session to discuss staff contract, seconded by Mrs. Hartough and unanimously carried.

Mr. Little moved to leave the Executive Session and return to the Regular Meeting, seconded by Mrs. Hartough and unanimously carried.

16) Mrs. Flynn moved to approve the Staff Contract, seconded by Mr. Little and unanimously carried.

17) Mr. Little moved to adjourn at 7:45 PM, seconded by Mrs. Flynn and unanimously carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Margaret Hartough', with a long, sweeping flourish extending to the right.

Margaret Hartough  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
May 21, 2013

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Peter Perotti	Security Guard/\$17.49	Security	05/22/13
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**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Andrew Bloecker	Page/\$8.35 hr.	Adult Services – EN	05/08/13
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**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**Request for Parental Leave**

Heather Larkin	Library Clerk/Step 13	Circulation – EN	06/17/13 – 08/17/13 (approximate dates)
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**Request for Medical Leave of Absence**

Kathleen O'Sullivan	Café Worker/\$10.50 hr.	Community Services	05/21/13 – 11/21/13
Rose Boccia	Café Worker/\$11.50 hr.	Community Services	05/24/13 – 11/24/13

**Seasonal Pages**

Katherine Allaco	Seasonal Page/\$7.85 hr.	Youth Services	06/19/13 – 08/17/13
Katherine Clark	Seasonal Page/\$7.55 hr.	Youth Services	06/19/13 – 08/17/13
Genevieve Spuhler	Seasonal Page/\$7.85 hr.	Youth Services	06/19/13 – 08/17/13

**PERSONNEL REPORT  
ADDENDUM**

Approval of the Following Personnel Matters  
May 21, 2013

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Efrain Pena	Security Guard/\$17.49 hr.	Security	05/21/13

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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# **NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

## **EXHIBIT AND DISPLAY POLICY**

The purpose of the Northport-East Northport Public Library's exhibit/display facilities is to increase public awareness of the Library's resources and to support its mission as an educational, informational, cultural, and recreational center for the community it serves. Exhibits and displays are organized by the Library to further this mission. The Library reserves the right to determine what exhibits/displays will be solicited and accepted. Exhibits/displays using these facilities shall promote one or more of these purposes:

1. to promote Library services, collections or programs
2. to highlight current issues, events, or other subjects of public interest
3. to display arts, crafts, photographs, writings, or collections when they promote or complement the mission of the Library

In recognition of the Library's function of encouraging and facilitating the free and open exchange of ideas and expressions of thought and creativity, the Trustees of the Northport-East Northport Public Library shall make available within the Library's facilities designated areas for the display of works of art. In view of the limited display areas available, the determination of which works of art shall be displayed shall be made solely by the Library Director. In making such determination the Director shall be mindful that the function detailed above must be tempered by the recognition that the patrons of the Library are of different ages, backgrounds, and tastes. Moreover, since the public display of art is not the principal purpose of the Library, discretion shall be exercised to ensure that all displays reflect not only diversity of expression, but also the diversity of the community we serve.

### **GUIDELINES FOR EXHIBITS/DISPLAYS**

1. All exhibitors are required to complete, in advance, an EXHIBIT APPLICATION FORM. The application shall be submitted at least 3 months in advance of the exhibit date, and shall be subject to the approval of the Library Director.
2. The Library reserves the right to cancel exhibits/displays at any time for any reason.
3. All works included in any exhibit must be approved by the Library Director. Only works which have been so approved may be included in the exhibit.
4. The installation of art work must be done by the exhibitor, subject to the approval of the Director, at the designated time and areas within the library. Transportation of works must also be arranged by the exhibitor.
5. All exhibits will be displayed for a specified period of time (usually from the first day to the last of any month) and shall be removed promptly at the expiration date.
6. All art works (i.e. paintings, prints, posters, etc.) must be properly wired and framed by the exhibitor. Supplies needed for wall or showcase exhibits (stands, identifying cards, or other props) must be provided by exhibitor. Legible, typed lists, corresponding to numbered items on exhibit, must be provided by the exhibitor.



7. Exhibitors may display 8 ½ x 11 flyers with biographical or other explanatory information and business cards. A holder is located on the gallery wall for this purpose. Please do not affix any signs or labels to the gallery walls.
8. The Library will not act as intermediary in the sale of artwork and artist's receptions are not permitted. The Library will provide the name and telephone number of the exhibitor upon request. A list of item prices and business cards are optional and may be left at the Reference Desk.
9. All items placed on exhibit/display in the library are done so at the exhibitor's own risk. The Northport-East Northport Public Library is relieved of all liability for mutilation, damage, theft or loss of any exhibited items from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.
10. All publicity and press releases prepared by the exhibitor must be submitted to the Library Director for approval prior to being sent out to the media.
11. Exhibitors may contact the Community Services Department to arrange for an *Art Talk*. An *Art Talk* is an opportunity for artists to discuss their work with Library patrons. An *Art Talk* must be scheduled at the time of this application. The Library will provide a 2-1 ½ hour time slot in the gallery ~~with seating and light refreshments~~. Exhibitors are permitted to provide cookies or pastries only, as well as non-alcoholic beverages. Exhibitors are responsible for providing any paper goods such as tablecloths, cups, napkins, and plates. (Please keep in mind that your guests can purchase beverages and snacks at the Library Cafes which are open weekday evenings until 8:00 PM)
12. Fire regulations shall be observed at all times.
13. Any or all exhibit procedures shall be subject to change without notice by the Library Board of Trustees.