

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Meeting of June 19, 2014

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 Thursday, June 19, 2014.

1) CALL TO ORDER

Vice-Chairperson Margaret Hartough called the meeting to order at 10:07 AM. The meeting was continued with Chairperson Patricia Flynn. Also attending were Robert Little, Andrea Gladding, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

2) PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by those attending the meeting.

3) MINUTES OF PREVIOUS MEETING

Mr. Little moved to approve the minutes of May 20, 2014 with changes, seconded by Mrs. McGrail and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 21,484.00, page 3933, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 265,155.50, page 3934, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 190,098.58, page 3935, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 153,734.38, page 3936, seconded by Mr. Little and unanimously carried.

PAYROLL REGISTER

| | | |
|--------------|-----------|--------------|
| May 23, 2014 | Page 2106 | \$183,161.94 |
| June 6, 2014 | Page 2107 | 180,175.86 |

B. Review of monthly expenditures

C. Review of statistical summary

5) COMMUNICATIONS

A communication was received from PT Library Clerk Ruth Hill requesting eight weeks leave of absence. The Board agreed to her request, see Personnel Addendum.

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 – Staff was invited to attend an ALA Webinar on Library Security where Security Consultant Steve Albrecht, along with other panelists, presented a very relevant discussion specifically relating to public library settings.

Procedures to follow during medical emergencies were reviewed with all Department Heads. Recognition was given to staff employing proper responses during a recent incident.

Guidelines have been created to ensure that children who are unable to obtain a parental signature on a library card application will not be deprived of library resources. Cards with access level one will be issued without a parental signature and a note will be placed in the circulation software reminding staff that a signature is still pending while the card remains fully operational.

Adult Services – The responsibility to review, preserve and index historically significant stories from local newspapers continues with the same enthusiasm under the care of a full-time Adult Services Librarian.

Cataloging tasks are now being overseen by an experienced part-time cataloger who is in charge of a technical services department in a neighboring library. This practical solution fills our minimal needs for original cataloging and Dewey assignments.

Buildings and Grounds – As we continue to paint the exterior of the Northport building, some superficial water-related damage has been discovered. In addition to the façade repair needed where the pedestrian bridge connects to the building, the stucco surface of the foundation wall surrounding the meeting room is also in need of repair.

Our Head of Buildings and Grounds brightened the colored pavers in Harris' Circle by staining them with primary colors and had our Little Prince polished and waxed to preserve its finish.

Circulation – The library is now supporting fourteen local book clubs by providing multiple copies for these groups to share in their union of social and literary pursuits.

The Suffolk Cooperative Library System will be implementing passwords to use with both Overdrive and Self-Check services to improve patron privacy and security.

Community Services – All About Forgetfulness presented by a social worker from the Alzheimer’s Foundation was attended by 34 patrons. Forty-two patrons attended a program on wills and estates presented by an attorney from the Suffolk County Surrogate’s Court. Roy Jaffe, former General Motors Senior Stylist, spoke about The Most Beautiful Cars Ever Built to 45 patrons in attendance.

Network and Systems – Solid-state drives (SSDs) have been purchased and installed in many of the library computers to greatly improve their startup and shutdown times as well as speeding up their normal operations allowing us to better utilize these computers.

Changes to the library’s inventory report are performed on a regular basis and then verified in an annual update which consists, in part, of a scavenger hunt. The appraisal company recommends a complete appraisal on a periodic basis but does not include the specific inventory identification numbers maintained in our asset database. The report, without these identification numbers, is very difficult to use and would render the many years of diligent record keeping by our staff useless.

Youth Services – The Summer Reading Club’s theme Your Library: 100 Years and Counting was made possible with the generosity of writer and illustrator Rosemary Wells and the hard work of both our Youth Services and Community Services staff. To utilize a local theme, all print materials must be created and printed rather than purchased if using the statewide theme. The results embody the staff’s vast talents that make our century-old institution proud.

In support of the Library’s educational mission, the library hosted a Town Hall Meeting on Gateway Drugs featuring a panel of speakers that included two former heroin users in their early twenties, a parent of a young drug abuser, the high school principal and a family counselor and drug expert. More than 150 community members attended.

7) PERSONNEL REPORT

Mr. Little moved to approve “C Resignations” in the Personnel Report, seconded by Mrs. Gladding and unanimously carried, page attached.

PERSONNEL REPORT ADDENDUM

Mrs. McGrail moved to approve “C Resignations” in the Personnel Report Addendum, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve “E Other” in the Personnel Report Addendum, seconded by Mr. Little and unanimously carried.

8) PERIOD FOR PUBLIC EXPRESSION

9) OTHER BUSINESS

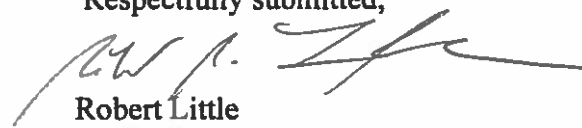
10) DATES OF FUTURE MEETINGS:

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|----------------------------|------------|---------------------------------|
| Thursday, July 17, 2014 | 10:00 AM | Annual Reorganizational Meeting |
| | 11:00 AM | Regular Board Meeting |
| | 12:00 Noon | Staff Recognition Ceremony |
| Wednesday, August 13, 2014 | 10:00 AM | Financial Only |

11) ADJOURNMENT

Mrs. Gladding moved to adjourn at 11:24 AM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,



Robert Little
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
June 19, 2014

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> |
|--------------------|---|--------------------------|------------------------------|
|--------------------|---|--------------------------|------------------------------|

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|---------------|------------------|-------------------|----------|
| Sierra Acosta | Page/\$ 8.00 hr. | Circulation – Npt | 06/19/14 |
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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> |
|--------------------|---|--------------------------|------------------------------|
|--------------------|---|--------------------------|------------------------------|

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
June 19, 2014

A. Salary Increase

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| <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> |
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|--------------|----------------------|----------------|----------|
| Jason Ladick | PT Librarian/Step 6B | Adult Services | 06/30/14 |
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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 Leave of Absence

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| Marissa D'Alonzo | Page/\$8.00 hr, | Youth Services - Npt | 07/13/14 – 07/26/14 |
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| Ruth Hill | PT Library Clerk | Circulation – EN | 10/06/14 – 11/23/14 |
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