

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Meeting of December 18, 2014

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, December 18, 2014.

- I. Chairperson Margaret Hartough called the meeting to order at 10:49am. Also attending were Robert Little, Andrea Gladding, Elizabeth McGrail, Director James Olney and Assistant Director Nancy Morcerf. Patricia Flynn was absent .
- II. THE PLEDGE OF ALLEGIANCE was recited by those attending.
- III. MINUTES OF PREVIOUS MEETING  
Mr. Little moved to approve the minutes of November 20, 2014 as presented, and seconded by Mrs. Gladding and unanimously carried.
- IV. FINANCIAL SECRETARY & TREASURER'S REPORT
  - A. Approval of warrants  
Mrs. Gladding moved to approve warrant for \$196,363.71, page 3962, seconded by Mrs. McGrail and unanimously carried.  
Mrs. McGrail moved to approve warrant for \$140,310.02, page 3963, seconded by Mr. Little and unanimously carried.  
Mr. Little moved to approve warrant for \$193,541.37, page 3964, seconded by Mrs. Gladding and unanimously carried.  
Mrs. Gladding moved to approve warrant for \$6,758.72, page 3965, seconded by Mrs. McGrail and unanimously carried.  
  
PAYROLL REGISTER  
The Board accepted the payroll for the period ending:

November 21, 2014	Page 2119	\$187,394.09
December 5, 2014	Page 2120	\$198,107.48
  - B. Review of Monthly expenditures
  - C. Review of statistical summary

V. COMMUNICATIONS

VI. DIRECTOR'S REPORT

**Administration**

Our Annual Workplace Violence Prevention Training Program requirement has been completed for this year. We invited the Northport High School Drug and Alcohol Student Assistance Counselor to provide an inside perspective into young adult development and drug use. This is a very timely issue and of great concern in our community and in society.

The migration from Innovative Interfaces Millennium product to Sierra has been completed. It was not without some challenges but the staff performed admirably. The Suffolk Cooperative Library System (SCLS) worked with our Partnership of Automated Libraries in Suffolk County (PALS) Coordinator to ensure that everyone was able to practice prior to the transition and receive any needed training.

The Huntington Highway Department has been contacted in regards to the cleaning of the storm drains in the parking lot located behind the East Northport building. A representative inspected the system and acknowledged that maintenance was long-overdue. They agreed to remedy the situation.

As a result of new Governmental Accounting Standards on how pension plans and employers will present pension information, the New York State and Local Retirement System has contracted with an auditing agency to field test our census data records. This audit has been completed for our library.

**Adult and Teen Services**

New signage for the graphic novel collection, designed and printed in-house, is attracting patrons to these materials. A recently installed film collage, also done in-house, runs along the top of the Blu-ray collection creating an attractive display while hiding an unappealing view of the book stacks.

The Teen Advisory Board participation in our Holiday Greetings for the Troops program resulted in the creation of nearly 50 heartfelt letters to our soldiers overseas.

### **Building and Grounds**

Carbon monoxide detectors have been installed and connected to the Simplex monitoring panel. We are still awaiting final configuration to bring this new system online.

A different Fire Marshall inspected our building this year and has identified new issues. Recommendations based on his report include the removal of hinged-mounted door stops and adjustments to door latching force.

### **Children and Family Services**

We have welcomed back one of our recent retirees as an outside facilitator which will enable us to maintain the excellent program offerings she helped develop and continue the many patron relationships fostered over the years.

A recent innovative program turned the Community Room into a life-sized Candyland where teen volunteers guided 78 adults and children through the Peppermint Forest and the Lollypop Woods. A sweet time was had by all.

### **Circulation**

The SCLS offered an online scavenger hunt to encourage staff to explore the Sierra interface and be entered into a drawing for a prize. A staff member from the Shelter Island Public Library was the winner of the drawing but all the entrants earned the knowledge from completing the challenges.

### **Community Services**

The presentation, Kings Park: Stories from an American Mental Institution, packed the room with patrons who shared their personal stories. The patron response was so substantial that a repeat of this program has already been scheduled for March 2015.

An East Northport Fireside Friday program featuring a local folk duet called Sweet Grass was enjoyed by 48 patrons.

Sixty-eight patrons attended the annual fall jazz concert presenting the Firehouse Five Swing Band who had a great rapport with the audience.

### **Network and Systems**

Our telecommunications contracts will soon be due for renewal. We are working with the Suffolk Cooperative Library System to collect competitive proposals. The proposal from the provider currently serving our library has made the most attractive offer. Other member

libraries are now being encouraged to utilize this discounted coordinated-order pricing which will lead to developing and implementing a Government Efficiency Plan, reducing costs, and helping us to meet our Tax Freeze obligations

VII. PERSONNEL REPORT

Mr. Little moved to approve "A. Salary Increase" in the Personnel Report, seconded by Mrs. Gladding and unanimously carried.

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

Mrs. McGrail moved to approve "C. Resignations" in the Personnel Report, seconded by Mr. Little and unanimously carried.

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

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

VIII. Period for Public Expression

IX. CODE OF ETHICS

Mr. Little moved to approve the Code of Ethics of the Northport-East Northport Public Library, seconded by Mrs. Gladding and unanimously carried.

X. WHISLEBLOWER POLICY

Mrs. Gladding moved to approve the Whistleblower Policy of the Northport-East Northport Public Library, seconded by Mrs. McGrail and unanimously carried.

XI. REVISION OF POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

Mrs. McGrail moved to approve Policy on Confidentiality of Library Records as revised, seconded by Mr. Little and unanimously carried.

XII. OTHER BUSINESS

XIII. DATES OF FUTURE MEETINGS

Thursday, January 22, 2015, 10:00am-Budget Work Session  
Thursday, January 22, 2015, 11:00am-Regular Board Meeting  
Thursday, February 19, 2015 10:00am-Regular Board Meeting

XIV. ADJOURNMENT

Mr. Little move to adjourn the Regular Meeting at 12:05pm, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert Little", written in a cursive style.

Robert Little  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
December 18, 2014

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Nina Callahan	Page/\$8.75 hr.	Circulation – Npt	12/31/14
Jessica Camenzuli	Page/\$8.75 hr.	Children & Family Svcs	12/31/14
Grace Campbell	Page/\$8.75 hr.	Adult & Teen Svc – EN	12/31/14
Christine Cassidy	Page/\$8.75 hr.	Children & Family Svcs	12/31/14
Christine Condon	Page/\$8.75 hr.	Children & Family Svcs	12/31/14
Colin Connors	Page/\$8.75 hr.	Children & Family Svcs	12/31/14
Marissa D'Alonzo	Page/\$8.75 hr.	Children & Family Svcs	12/31/14
Ryan Dillon	Page/\$8.75 hr.	Circulation – Npt	12/31/14
Aiden Dwyer	Page/\$8.75 hr.	Circulation – Npt	12/31/14
Amanda Glassner	Page/\$8.75 hr.	Circulation – Npt	12/31/14
Georgiana Kaloudis	Page/\$8.75 hr.	Circulation – Npt	12/31/14
Michelle MacDonald	Page/\$8.75 hr.	Circulation – Npt	12/31/14
Max Martuscello	Page/\$8.75 hr.	Circulation – Npt	12/31/14
Joseph Monroy	Page/\$8.75 hr.	Circulation – Npt	12/31/14
Grace Mortimer	Page/\$8.75 hr.	Adult & Teen Svc - Npt	12/31/14
Colleen Murphy	Page/\$8.75 hr.	Children & Family Svcs	12/31/14
Olivia Neumann	Page/\$8.75 hr.	Circulation – Npt	12/31/14
Lauren Pollock	Page/\$8.75 hr.	Adult & Teen Svc - EN	12/31/14
Suzanne Ritchel	Page/\$8.75 hr.	Children & Family Svcs	12/31/14
Jessica Safonte	Page/\$8.75 hr.	Adult & Teen Svc - EN	12/31/14
Regina Sammis	Page/\$8.75 hr.	Circulation – Npt	12/31/14
Miranda Schmidt	Page/\$8.75 hr.	Children & Family Svcs	12/31/14
Hannah Van Wickler	Page/\$8.75 hr.	Children & Family Svcs	12/31/14
Abigail Vogt	Page/\$8.75 hr.	Children & Family Svcs	12/31/14
Matthew Washburn	Page/\$8.75 hr.	Children & Family Svcs	12/31/14

**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Charles Bravo	Security Guard/\$17.49 hr.	Security	12/18/14
Diana Johnston	PT Librarian I/Step 1	Adult & Teen Svc	12/29/14

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Paulina Stewart	Page/\$9.40 hr.	Children & Family Svcs	12/08/14

**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>
<b>Request for Parental Leave</b>			
Elizabeth Englert	Librarian II/Step 11	Children & Family Svcs	02/20/15 – 05/04/15*
*approximate dates			
<b>Request for Unpaid Leave</b>			
Miranda Schmidt	Page/\$8.20 hr	Children & Family Svcs	12/11/14 – 01/03/15
Jill Kuehn	Café Worker/\$11.75 hr	Community Services	01/07/15 – 01/31/15



# 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

## Code of Ethics of the Northport-East Northport Public Library

### **Section 1. Purpose.**

Trustees, directors, officers and employees of the Northport-East Northport Public Library hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Board of Trustees recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct, including a conflict of interest policy. This code of ethics establishes those standards.

### **Section 2. Definitions.**

- (a) "Board" means the Board of Trustees of the Northport-East Northport Public Library.
- (b) "Code" means this code of ethics.
- (c) "Interest" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the Northport-East Northport Library District. A library trustee, director, officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.
- (c) "Library" means Northport-East Northport Public Library.
- (d) "Library officer or employee" means a paid or unpaid trustee, director, officer or employee of the Northport-East Northport Public Library.
- (f) "Relative" means a spouse, parent, step-parent, sibling, step-sibling, sibling's spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a trustee, director, officer or employee, and individuals having any of these relationships to the spouse of the trustee, director, officer or employee.

### **Section 3. Applicability.**

This code of ethics applies to the trustees, directors, officers and employees of the Northport-East Northport Public Library, and shall supersede any prior library code of ethics. The provisions of this code shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law and Section 715-

Adopted 12/20/14

(b) No library trustee, director, officer or employee, for the two-year period after serving as a library trustee, director, officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the library office, board of trustees, department or comparable organizational unit for which he or she serves.

(c) No library trustee, director, officer or employee, at any time after serving as a library trustee, director, officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a library trustee, director, officer or employee.

### **Section 11. Personal representations and claims permitted.**

This code shall not be construed as prohibiting a library trustee, director, officer or employee from:

(a) representing himself or herself, or his or her spouse or minor children before the library; or

(b) asserting a claim against the library on his or her own behalf, or on behalf of his or her spouse or minor children.

### **Section 12. Use of library resources**

(a) Library resources shall be used for lawful library purposes. Library resources include, but are not limited to, library personnel, and the library's money, vehicles, equipment, materials, supplies or other property.

(b) No library trustee, director, officer or employee may use or permit the use of library resources for personal or private purposes, but this provision shall not be construed as prohibiting:

(1) any use of library resources authorized by law or library policy;

(2) the use of library resources for personal or private purposes when provided to a library trustee, director, officer or employee as part of his or her compensation; or

(3) the occasional and incidental use during the business day of library telephones and computers for necessary personal matters such as family care and changes in work schedule.

(c) No library trustee, director, officer or employee shall cause the library to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

### **Section 13. Interests in Contracts.**

(a) No library trustee, director, officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.

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(1) the gift reasonably appears to be intended to influence the trustee, director, officer or employee in the exercise or performance of his or her official powers or duties;

(2) the gift could reasonably be expected to influence the trustee, director, officer or employee in the exercise or performance of his or her official powers or duties; or

(3) the gift is intended as a reward for any official action on the part of the trustee, director, officer or employee.

(d) For purposes of this section, a "gift" includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

(e) (1) A gift to a library trustee, director, officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks library action involving the exercise of discretion by or with the participation of the trustee, director, officer or employee.

(2) A gift to a library trustee, director, officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained library action involving the exercise of discretion by or with the participation of the trustee, director, officer or employee during the preceding twelve months.

(f) This section does not prohibit any other gift, including:

(1) gifts made to the library;

(2) gifts from a person with a family or personal relationship with the trustee, director, officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a library trustee, director, officer or employee, is the primary motivating factor for the gift;

(3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;

(4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;

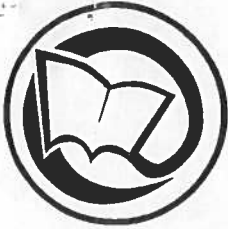
receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

**Section 20. Enforcement.**

Any library trustee, director, officer or employee who violates this code may be censured, fined, suspended or removed from office or employment in the manner provided by law.

**Section 21. Effective date.**

This code takes effect on March 1, 2015.



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## Whistleblower Policy of the Northport-East Northport Public Library

### **Section 1. Purpose.**

Trustees, directors, officers, employees and volunteers of the Northport-East Northport Public Library who in good faith report any action or suspected action taken by or within the library that is illegal, fraudulent or in violation of any adopted policy of the library shall not suffer intimidation, harassment, discrimination or other retaliation, or, in the case of employees, adverse employment consequence. The Board of Trustees recognizes that, in furtherance of this fundamental principle, there is a need for a whistleblower policy.

### **Section 2. Definitions.**

- (a) "Board" means the Board of Trustees of the Northport-East Northport Public Library.
- (b) "Library" means Northport-East Northport Public Library.
- (c) "Library officer or employee" means a paid or unpaid trustee, director, officer, employee or volunteer of the Northport-East Northport Public Library.
- (d) "Policy" means this whistleblower policy.

### **Section 3. Applicability.**

This whistleblower policy applies to the trustees, directors, officers, employees and volunteers of the Northport-East Northport Public Library, and shall supersede any prior library whistleblower policy. The provisions of this policy shall apply in addition to all applicable State and local laws relating to whistleblowers including, but not limited to, Article 18 of the General Municipal Law and Section 715-b of the Not-For-Profit Corporation Law and all rules, regulations, policies and procedures of the Northport-East Northport Public Library.

### **Section 4. Reporting Responsibility.**

- (a) It shall be the policy of the Northport-East Northport Public Library that all trustees, directors, officers, employees and volunteers of the Northport-East Northport Public Library have a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the Northport-East Northport Public Library that is illegal, fraudulent or in violation of any policy of the Northport-East Northport Public Library, which the reporter has either actual knowledge of or has a reasonable good faith belief that same occurred. Suspected or actual wrongful action(s) regarding Northport-East Northport Public Library finances and governance, include but are not limited to the following:

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information relating to a report with those who have a need to know so that he or she can conduct an effective investigation and determine the action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

**Section 7. Distribution.**

(a) The Director of the Northport-East Northport Public Library must promptly cause a copy of this policy, including any amendments to the policy, to be distributed to every person who is or becomes a trustee, director, officer, employee or volunteer of the Northport-East Northport Public Library.

(b) Every library trustee, director, officer, employee or volunteer who receives a copy of this policy or an amendment to the policy must acknowledge such receipt in writing. Such acknowledgments must be filed in the records of the Northport-East Northport Public Library.

**Section 8. Effective date.**

This policy takes effect on March 1, 2015.

# NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

## POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

Whereas the Northport-East Northport Public Library endorses the Code of Ethics of the American Library Association which advises that, "We protect each user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted" the Northport-East Northport Public Library adheres to the following Policy on Confidentiality of Library Records.

1. The Northport-East Northport Public Library recognizes its circulation records and other records identifying the names of library users are confidential in nature and not subject to disclosure under the Freedom of Information Law.
2. Such records shall not be made available to any persons, entity, agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. The Library will resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.
4. Upon receipt of such process, order, or subpoena, the Library Director will consult with the library's legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance: if the process, order, or subpoena is not in proper form or if good cause has not been shown, he/she will insist that such defects be cured.

### Procedures:

1. The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the names of library users, will immediately refer the person making the request to the Library Director (or designee) who shall explain the Library's policy on Confidentiality of Library Records.
2. The Director, upon receipt of such process, order, or subpoena, shall consult with the library's legal counsel to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
3. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation or other library records shall ordinarily be in the form of subpoena "duces tecum" [bring your records] requiring the responsible officer to attend court or the taking of his/her deposition and may required him/her to bring along certain designated circulation or other specified records.)
4. Any threats or unauthorized demands (i.e. those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the library's legal counsel.
5. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Library Director.