

Northport-East Northport Public Library

Meeting of October 14, 2015

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 Wednesday, October 14, 2015.

- I. Chairperson Margaret Hartough called the meeting to order at 5:35pm. Also attending were Andrea Gladding, Elizabeth McGrail, Georganne White, Jacqueline Elsas, Assistant Director Nancy Morcerf, Director James Olney and Toni Wu of Bayside CPA PLLC.
- II. THE PLEDGE OF ALLEGIANCE was recited by those attending.
- III. MINUTES OF PREVIOUS MEETING
Mrs. McGrail moved to approve the minutes of September 17, 2015 as amended, seconded by Mrs. Elsas and unanimously carried.
- IV. FINANCIAL SECRETARY & TREASURER'S REPORT
 - A. Discussion of Auditor's Report on Examination
Mrs. McGrail moved to accept the Auditor's Report on examination, seconded by Mrs. Elsas and unanimously carried.
 - B. Approval of Warrants
Mrs. Elsas moved to approve warrant for \$179,921.40, page 4006, seconded by Ms. White and unanimously carried.
Ms. White moved to approve warrant for \$209,629.61, page 4007, seconded by Mrs. Gladding and unanimously carried.
Mrs. Gladding moved to approve warrant for \$187,631.32, page 4008, seconded by Mrs. McGrail and unanimously carried.
 - C. Payroll Register
Mrs. McGrail moved to approve payroll of \$184,850.46, page 2141, seconded by Mrs. Elsas and unanimously carried.
Mrs. Elsas moved to approve payroll of \$192,278.69, page 2142, seconded by Ms. White and unanimously carried.
 - D. Review of monthly expenditures
 - E. 2015/2016 Audit allocation of funds (See attached)
Mrs. McGrail moved to approve the Audit allocation of funds, seconded by Mrs. Elsas and unanimously carried.
 - F. Review of statistical summary

V. COMMUNICATIONS

Mrs. Hartough read a letter from the East Northport Chamber of Commerce regarding the Business Improvement District.

VI. DIRECTOR'S REPORT

Administration

Administration continues to encourage staff to participate in continuing education and professional activities via conference attendance and association membership. Department Heads were reminded to monitor the number of activities to ensure in-library responsibilities are not negatively impacted and that all staff are counseled to participate.

Budget requests have been requested of the Department Heads in preparation for the 2016/2017 budget planning process.

Department Heads and staff trainers have been issued new email accounts to begin the transition to a library-hosted email service.

A young adult patron utilizing the East Northport building was provided essential services thanks to the coordination of the library staff with a representative from Huntington Youth Bureau's Sanctuary Project.

Adult and Teen Services

Labor Day concluded the Beach Bag Books program for 2015 resulting in an annual distribution of more than 600 books.

SeniorNet will be reducing the number of technology programs offered to libraries. Some libraries will no longer be able to offer these programs at all but due to the outstanding attendance of our programs we will lose only two during the upcoming year. The most recent Windows 10 program presented by SeniorNet was attended by a record 180 patrons.

A program on How to Pay Wholesale for College educated 45 patrons.

Building and Grounds

An inspection by a Suffolk County Fire Marshal revealed a code change that mandates the replacement of electronic door latches on the staff entrances in each building. These doors currently use an electronic latch but a manual one is required for egress. Contractors are being consulted to have this addressed promptly.

The HVAC unit serving the mezzanine level of the Northport building has been unable to cool the area and was slated to be replaced in the spring. In preparation, a New York State Construction Grant has been completed to help fund this purchase. Relieved to be entering the cooler weather we thought delaying the repair would be unnoticed. To our surprise the unit is failing to provide adequate heat and will need to be replaced much sooner. Thankfully our colleagues on the construction grant committee have recommended funding of our project and we are currently in the eligibility window.

Children and Family Services

A new program series entitled Books Can... helps participants explore aspects of childhood development through literacy-based experiences. This innovative program was made possible through specialized training of our librarians by Vanderbilt University's Center on the Social and Emotional Foundations for Early Learning.

To welcome in the fall season, a festival was created in the community room which provided 45 patrons games, crafts, stories, and an opportunity to rake leaves.

The K9 interviews have been completed and our Paws to Read program will be debuting in November. We will initially provide four 15 minute sessions with four dogs to accommodate 16 children.

Circulation

Our newest page supervisor attended Fred Pryor's Crash Course for First Time Supervisors. This course provided numerous tips, including how to avoid problems, increase your visibility and earn respect.

Community Services

The procedure manual, each department was assigned to create one, has been very useful as a training tool for the new Community Service Department Head.

The Northport Arts Coalition featured a dramatic reading called Voices from the Civil War which was heard by 54 patrons.

A total of 73 patrons attended one of two Medicare 101 programs presented by an Empire Blue Cross representative.

A number of Café staff changes has led to an occasional closure until new staff are hired and trained.

Network and Systems

The computers in the Teen Center have been replaced at East Northport.

A new higher-capacity air conditioner has been installed in the East Northport Server Room to meet the increased cooling demands of additional equipment, including the security camera system. The previous unit was struggling to meet the cooling demands for many months but the recent additions have overwhelmed the unit.

The Northport file server has also failed and will need to be replaced. Its functions have been temporarily moved to the East Northport file server. This solution is only temporary since it has reduced our ability for redundancy.

VII. PERSONNEL REPORT (See attached)

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

Mrs. Elsas moved to approve "C. Resignations" in the Personnel report, seconded by Ms. White and unanimously carried.

Mrs. Gladding moved to approve "D. Retirement" in the Personnel report, seconded by Mrs. McGrail and unanimously carried.

Mrs. Elsas moved to approve "E. Other" in the Personnel report, seconded by Ms. White and unanimously carried.

VIII. PERIOD FOR PUBLIC EXPRESSION

IX. OTHER BUSINESS

Construction grant request might be funded at a greater than matching rate.

Tax Freeze application was approved by New York State.

The library received New York State Bullet Aid from local senator.

X. DATES OF FUTURE MEETINGS

Thursday, November 19, 2015, 10:00am-Regular Meeting

Thursday, December 17, 2015, 10:00am-Regular Meeting

XI. Mrs. McGrail move to adjourn meeting at 8:21pm, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jacqueline Elsas". The signature is written in a cursive style with a large initial "J" and a long, sweeping tail.

Jacqueline Elsas
Secretary

**BAYSIDE CPA PLLC**

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TONI WU, CPA

HENRY GRABER, CPA, AEP
CORRESPONDENT

October 3, 2015

To the Board of Trustees
Northport-East Northport Public Library

We have audited the financial statements of Northport-East Northport Public Library (the "Library") for the year ended June 30, 2015, and have issued our report thereon dated October 3, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated June 19, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the Library changed accounting policies related to accounting and reporting for pension by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 68 *Accounting and Financial Reporting for Pensions – an amendment of GASB 27*. Accordingly, the cumulative effect of the accounting changes as of the beginning of the year is reported in the Statement of Activities. We noted no transactions entered into by the Library during the year for which there is lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the financial statements were:

- Management's estimates of depreciation is based on the estimated useful lives of capital assets, including the library holdings. We evaluated the key factors and assumptions used to develop the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimates of pension obligation is based on reports prepared by administrators of third party, New York State and Local Retirement System. We evaluated the key factors and assumptions used to develop the net pension obligation in determining that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimates of other postemployment benefits obligation is based on the actuarial valuations. We evaluated the key factors and assumptions used to develop the above estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in performing and completing our audit.

Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has committed to correct all such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from prior period, and the information is

appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the members of the board of trustees and management of the Library and is not intended to be, and should not be used by anyone other than these specified parties.

Very truly yours,

Bayside CPA PLLC

BAYSIDE CPA PLLC

**WARRANTS
LIBRARY BOARD MEETING
OCTOBER 14, 2015**

ACCOUNTS PAYABLE

4006 9/23/15	\$ 179,921.40	One Hundred Seventy Nine Thousand Nine Hundred Twenty One Dollars & Forty Cents
4007 10/14/15	\$ 209,629.61	Two Hundred Nine Thousand, Six Hundred Twenty Nine Dollars, & Sixty One Cents
4008 10/7/15	\$ 187,631.32	One Hundred Eighty Seven Thousand, Six Hundred Thirty One Dollars, & Thirty Two Cents

PAYROLL REGISTER

2141 9/25/15	\$ 184,850.46	One Hundred Eighty Four Thousand, Eight Hundred Fifty Dollars, & Forty Six Cents
2142 10/9/15	\$ 192,278.69	One Hundred Ninety Two Thousand, Two Hundred Seventy Eight Dollars, & Sixty Nine Cents

IV. Financial Secretary & Treasurer's Report
E. 2015/2016 Audit allocation of funds
(Motions required)

Based on the recommendations from the 2014/2015 audit by Bayside CPA PLLC presented at the October 14, 2015 Board meeting, be it resolved that the Board of Trustees moves to approve that the Designated Fund for Technological Improvement be increased by \$150,000 to a total of \$400,000.

PERSONNEL REPORT
Approval of the Following Personnel Matters
October 14, 2015

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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Maeghan Dolan	PT Librarian I/Step 1	Children & Family Svcs	10/19/15
Denise DeSousa	Café Worker/\$9.25 hr.	Community Services	10/19/15

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Caroline Prisco	Café Worker/\$12.50 hr.	Community Services	09/20/15
Jill Kuehn	Café Worker/\$12.00 hr.	Community Services	09/22/15
John Ballarano	Page/\$8.75 hr.	Adult & Teen Services	09/24/15

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Jeanne Meyer	PT Library Clerk/Step 10	Circulation Services	10/05/15
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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 Parental Leave

Diana Johnston	PT Librarian/Step 1	Adult & Family Svcs	11/11/15 – 02/11/16
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Request for Leave

Maryann Morrisroe	Page/\$12.10 hr.	Circulation – EN	09/30/15 – 10/09/15, 10/14/15, and 10/15/15
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Joyce Bernat	Café Worker/\$14.75 hr.	Community Services	10/24/15 – 11/08/15
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Report approved by Board of Trustees

Jacqueline P. [Signature]
 Secretary