

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF DECEMBER 17, 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 Thursday December 17, 2015.

- I. Chairperson Margaret Hartough called the meeting to order at 10:15am. Also present were Elizabeth McGrail, Georganne White, Andrea Gladding, Jacqueline Elsas, Assistant Director Nancy Morcerf and Director James Olney.
- II. THE PLEDGE OF ALLEGIANCE was recited by those attending.
- III. ADOPTION OF AGENDA
Mrs. McGrail moved to adopt the Agenda, seconded by Ms. White and unanimously carried.
- IV. PERIOD FOR PUBLIC EXPRESSION
- V. MINUTES OF PREVIOUS MEETING
Ms. White moved to approve of minutes of November 19, 2015, as amended, seconded by Mrs. Gladding and unanimously carried.
- VI. FINANCIAL SECRETARY & TREASURER'S REPORT
 - A. Approval of Warrants
Mrs. McGrail moved to approve warrant for \$199,086.34, page 4013, seconded by Ms. White and unanimously carried.
Ms. White moved to approve warrant for \$26,057.40, page 4014, seconded by Mrs. Gladding and unanimously carried.
Mrs. Gladding moved to approve warrant for \$186,999.74, page 4015, seconded by Mrs. Elsas and unanimously carried.
Mrs. Elsas moved to approve warrant for \$243,330.07, page 4016, seconded by Mrs. McGrail and unanimously carried.
 - B. PAYROLL REGISTERS
Mrs. McGrail moved to approve the payroll of \$190,946.90 for the period ending November 20, 2015, page 2145, seconded by Ms. White and unanimously carried.
Ms. White moved to approve the payroll of \$192,689.94, for the period ending December 4, 2015, page 2146, seconded by Mrs. Gladding and unanimously carried.
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- VII. COMMUNICATION
Mr. Olney shared with the board a letter from the East Northport Chamber of Commerce regarding the Business Improvement District in East Northport.

Mr. Olney shared with the board a letter from the Village of Asharoken regarding a work project by the Army Corps of Engineers.

VIII. DIRECTOR'S REPORT

Administration

Ongoing safety initiatives were reviewed with the Department Heads. In addition to the regularly scheduled safety inspections, an independent consultant reviewed the library's facilities and practices.

Emergency management procedures are being assessed in light of recent events both nationally and globally. To supplement the fire drills held when the library is open, emergency drills will be performed with staff before the buildings are open to the public. Clarification on lockdown procedures are being reviewed with the appropriate authorities and agencies.

Cleaning and maintenance of the East Northport building HVAC system has been scheduled to start on February 1, 2016. The staff has been notified of the need to close the building during this time and have been given the option to work at the Northport building or to utilize benefit or unpaid leave time.

Adult and Teen Services

Mango Languages returns to complement our Pronunciator subscription in the library's online language collection. These databases, along with the Adult Learner Collection, are being promoted to local Literacy Tutors.

A retired Northport High School teacher donated yearbooks from the 1980s and 1990s that will be used as replacements or backups for this valuable resource.

New computer games (MinecraftEdu, LEGO Digital Designer, Crayon Physics, and others) that support STEAM initiatives have been installed on the Teen computers.

Teens participating in our annual Letters to the Troops sent over sixty holiday letters to Operation Gratitude for our troops overseas.

Building and Grounds

The library's trees have been pruned to provide a safer and healthier landscape.

The higher-efficiency HVAC unit supplying heating and cooling for the Northport mezzanine has been installed to replace the inoperative unit.

The Buildings and Grounds staff were scheduled to attend a defensive driving course to ensure safe operation of the library van.

Children and Family Services

The Paws to Read program was a great success. Eighteen children enthusiastically practiced their reading skills with one of four certified therapy dogs. Special souvenir bookmarks with photos of our canine guests were given to each reader after they finished their session.

The Peanuts Movie screening at the Elwood Cinema was enjoyed by 56 patrons. This was one of the highlights of our library card signup initiative with Snoopy as the national mascot for libraries.

The latest outreach project by Children and Family Services was to the Tri Community Youth Agency (Tri CYA) which provided a setting for our staff to engage children in this afterschool enrichment program through books, music, storytelling, and crafts. The Tri CYA is a community-based agency dedicated to supporting the growth and development of youth and their families in Huntington, South Huntington and Cold Spring Harbor.

Circulation

We have sold out of the American Museum of Natural History tickets in both buildings. The Library Friends have ordered more tickets to meet the period of high demand during upcoming school breaks. We have borrowed some tickets from a neighboring library until additional tickets arrive.

Community Services

The elevator signage has been improved. It is now hung in a picture frame with promotional information about our online presence.

Be Prepared! and Shed the Meds programs were both held in the main lobby of the Northport building to provide optimal visibility. The preparedness event hosted representatives from the American Red Cross, Suffolk County Sheriff's Office, and Suffolk County Fire, Rescue, and Emergency Services. The Fire, Rescue and Emergency Services representative complimented the library on our Disaster Preparedness Area and noted how forward thinking and valuable our disaster collection and programs are to the community.

The Friends of the Library have agreed to sponsor two new museum passes. The Children's Museum of the East End will complement the very popular Long Island Children's Museum in Nassau and the Garvies Point Museum will replace the underutilized Shinnecock Nation Culture Center and Museum pass.

Network and Systems

Microsoft Office 2016 has been installed on a select number of staff computers for testing and training. The remainder of the staff workstations will be upgraded during the early part of the next year with patron workstations to follow.

IX. PERSONNEL REPORT

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

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

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

X. RESCHEDULE MARCH LIBRARY BOARD MEETING AND PUBLIC INFORMATION NIGHT

Mrs. Elsas moved to approve the rescheduling of the March Library Board Meeting and Public Information night to March 22, 2016, seconded by Mrs. McGrail and unanimously carried.

XI. REVISION OF COLLECTION DEVELOPMENT POLICY

Ms. White moved to approve the Revision of Collection Development Policy, seconded by Mrs. Gladding and unanimously carried.

XII. OTHER BUSINESS

XIII. DATES OF FUTURE MEETINGS

Thursday, January 21, 2016, 10:00am-Budget Work Session

Thursday, January 21, 2016, 11:00am-Regular Meeting

Thursday February 18, 2016, 10:00am-Regular Meeting

XIV. ADJOURNMENT

Mrs. McGrail moved to adjourn the meeting at 11:42 am, seconded by Ms. White and unanimously carried.

Respectfully submitted,



Jacqueline Elsas

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, December 17, 2015, at 10:00 AM** in the Board Conference Room.

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Adoption of Agenda (Motion required)

III. Period for Public Expression

V. Minutes of previous meeting (Motion required)

VI. Financial Secretary & Treasurer's Report

- A. Approval of warrants (Motion required)
- B. Acceptance of payroll registers (Motion required)
- C. Review of monthly expenditures
- D. Review of statistical summary

VII. Communications

VIII. Director's Report

IX. Personnel Report (Motion required)

X. Reschedule March Library Board Meeting and Public Information Night to Tuesday, March 22, 2016 (Motion required)

XI. Revision of Collection Development Policy (Motion required)

XII. Other Business

XIII. Date of next library board meetings:

- Thursday, January 21, 2016, 10:00 AM – Budget Work Session
- Thursday, January 21, 2016, 11:00 AM – Regular Meeting
- Thursday, February 18, 2016, 10:00 AM – Regular Meeting

XIII. Adjournment

**WARRANTS
LIBRARY BOARD MEETING
December 17, 2015**

ACCOUNTS PAYABLE

4013 11/18/15	\$ 199,086.34	One Hundred Ninety Nine Thousand Eighty Six Dollars & Thirty Four Cent
4014 12/1/15	\$ 26,057.40	Twenty Six Thousand, Fifty Seven Dollars, & Forty Cents
4015 12/2/15	\$ 186,999.74	One Hundred Eighty Six Thousand, Nine Hundred Ninety Nine Dollars, & Seventy Four Cents
4016 12/17/15	\$ 243,330.07	Two Hundred Forty Three Thousand, Three Hundred Thirty Dollars & Seven Cents

PAYROLL REGISTER

2145 11/20/15	\$ 190,946.90	One Hundred Ninety Thousand, Nine Hundred Forty Six Dollars, & Ninety Cents
2146 12/4/15	\$ 192,689.94	One Hundred Ninety Two Thousand, Six Hundred Eighty Nine Dollars, & Ninety Four Cents

PERSONNEL REPORT**Approval of the Following Personnel Matters****December 17, 2015****A. Salary Increase**

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Michelle DeNunzio	Café Worker/\$9.50 hr.	Community Services	12/31/15
Denise DeSousa	Café Worker/\$9.50 hr.	Community Services	12/31/15
Kathleen Kelly	Café Worker/\$9.50 hr.	Community Services	12/31/15
Barbara Pancari	Café Worker/\$9.50 hr.	Community Services	12/31/15
Josephine Amorim	Page/\$9.00 hr.	Children & Family Services	12/31/15
Kyle Byrne	Page/\$9.00 hr.	Circulation – EN	12/31/15
Nina Callahan	Page/\$9.00 hr.	Circulation – NPT	12/31/15
Grace Campbell	Page/\$9.00 hr.	Local History	12/31/15
Christine Cassidy	Seasonal Page/\$9.00 hr.	Adult & Teen Services	12/31/15
Christine Condon	Page/\$9.00 hr.	Children & Family Services	12/31/15
Colin Connors	Page/\$9.00 hr.	Children & Family Services	12/31/15
Carolyn Cooney	Page/\$9.00 hr.	Circulation – EN	12/31/15
Ryan Dillon	Page/\$9.00 hr.	Circulation – NPT	12/31/15
Aidan Dwyer	Page/\$9.00 hr.	Circulation – NPT	12/31/15
Amy Guethlein	Page/\$9.00 hr.	Children & Family Services	12/31/15
Dori-Jo Gutierrez	Page/\$9.00 hr.	Children & Family Services	12/31/15
Matthew Kikel	Page/\$9.00 hr.	Circulation – NPT	12/31/15
Michelle MacDonald	Page/\$9.00 hr.	Circulation – NPT	12/31/15
Casey Macolino	Page/\$9.00 hr.	Adult & Teen Services	12/31/15
Samuel Maritato	Page/\$9.00 hr.	Children & Family Services	12/31/15
Max Martuscello	Page/\$9.00 hr.	Circulation – NPT	12/31/15
Joseph Monroy	Page/\$9.00 hr.	Circulation – NPT	12/31/15
Colleen Murphy	Page/\$9.00 hr.	Children & Family Services	12/31/15
Mara Nolan	Page/\$9.00 hr.	Circulation – NPT	12/31/15
Kathleen Ritchele	Page/\$9.00 hr.	Children & Family Services	12/31/15
Sophia Rizzo	Page/\$9.00 hr.	Adult & Teen Services	12/31/15
Andrew Roniger	Page/\$9.00 hr.	Circulation – EN	12/31/15
Cassandra Roux	Page/\$9.00 hr.	Circulation – EN	12/31/15
Jillian Ruder	Page/\$9.00 hr.	Children & Family Services	12/31/15
Regina Sammis	Seasonal Page/\$9.00 hr.	Circulation – EN	12/31/15
Emily Sherman	Page/\$9.00 hr.	Circulation – NPT	12/31/15
Sophie Testa	Page/\$9.00 hr.	Children & Family Services	12/31/15
Matthew Washburn	Page/\$9.00 hr.	Children & Family Services	12/31/15

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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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 Leave of Absence

Kathleen Kelly	Café Worker/\$9.50 hr.	Community Services	01/18/16 – 03/30/16
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Seasonal Pages

Christine Cassidy	Seasonal Page/\$8.95 hr.	Adult & Teen Services	12/18/15 – 01/15/16
Regina Sammis	Seasonal Page/\$8.75 hr.	Circulation – EN	12/21/15 – 01/17/16

Report approved by Board of Trustees

Jacqueline Elroy
Secretary

PERSONNEL REPORT
ADDENDUM
Approval of the Following Personnel Matters
December 17, 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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James King	Page/\$9.00 hr.	Children & Family – NPT	01/02/16
Brigid Connor	Page/\$9.00 hr.	Children & Family – EN	01/04/06

C. Resignations

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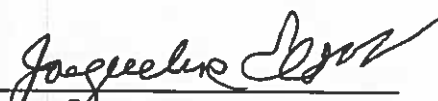
D. Retirement

<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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Report approved by Board of Trustees



 Secretary