

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JANUARY 21, 2016

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 January 21, 2016.

- I. Chairperson Margaret Hartough called the meeting to order at 12:05pm. 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 the minutes of December 17, 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 \$194,723.13, page 4017, seconded by Ms. White and unanimously carried.
Ms. White moved to approve warrant for \$206,263.38, page 4018, seconded by Mrs. Gladding and unanimously carried.
Mrs. Gladding moved to approve warrant for \$202,288.69, page 4019, seconded by Mrs. Elsas and unanimously carried.
Mrs. Elsas moved to approve warrant for \$195,593.51, page 4020, seconded by Mrs. McGrail and unanimously carried.
 - B. PAYROLL REGISTERS
Mrs. McGrail moved to approve payroll of \$189,960.46, for the period ending December 18, 2015, page 2147, seconded by Ms. White and unanimously carried.
Mrs. White moved to approve payroll of \$188,931.14, for the period ending December 31, 2015, page 2148, seconded by Mrs. Gladding and unanimously carried.
Mrs. Gladding moved to approve payroll of \$196,480.53, for the period ending January 15, 2016, page 2149, seconded by Mrs. Elsas and unanimously carried.
 - C. Review of monthly expenditures

D. Review of statistical summary

VII. COMMUNICATIONS

VIII DIRECTOR'S REPORT

Administration

Department Heads brainstormed about creative scheduling and projects for the period that the East Northport building will be closed. Some staff will have opportunities to "shadow" other departments and several in-service training sessions are scheduled for staff to hone computer skills.

Administration will organize additional fire safety drills for all staff, especially the East Northport staff that does not work in this building on a daily basis. Department Heads were reminded that each of them is responsible for safety in their departments from keeping environments clutter free to securing equipment and utilizing safety-trained staff for heavy lifting work.

Buildings and Grounds

The outside of the buildings are brightening with new LED lights. As regular bulbs burn out, the more efficient, whiter lights are installed.

Patrons (on the warmer winter days) are enjoying the new "conversation corner" that was created with the additional bench in front of the Northport building.

Additional maintenance projects are scheduled for East Northport during the building closure including interior painting and fire safety equipment maintenance.

Network & Systems

The mystery of the runaway volume control on the public computers has been solved. The antivirus software was the issue. Replacement software is being tested thanks to the acquisition of demo licenses.

Adult and teen services staff were trained on how to use the 3D printer which is now displayed on the main floor.

Circulation

Patrons were preparing for their New Year's Reading Resolutions with 2500 holds placed in December. More than 3250 items were renewed as patrons ran out of time during the busy month of December.

December brought an abundance of good will from patrons bearing baked goods, candy and one family donated money to purchase a \$2.50 café gift certificate for each staff member in both buildings.

Once again, staff (organized by Terry Reichert) donated baked goods and handmade scarves to the Veterans.

Technical Services

Technical Services staff continue to go to East Northport once a week to handle item changes and discards in that building. Items are now able to be returned to the shelf more quickly since they don't have to come to Northport and this also lightens the heavy burdens of transferring materials between the buildings.

Community Services

Community scarf, hat, and mitten donations were "beyond amazing." While the Family Services League picked up accumulated items a couple times during the month of December, the demonstrated generosity of patrons and staff was evident on January 11 when 10 boxes (containing mostly handmade and brand-new-with-tags items) were picked up by the organization.

The Star Wars movie marathon welcomed enthusiasts (many of whom came in costume and stayed for the day) who enjoyed the movies and purchased a notable number of café treats during this epic event.

Adult and Teen Services

The Friday Conversation groups continue to be popular with the librarian bringing added value to the evening by fostering thematic discussions. Last week, idiomatic expressions were the topic including those hard-to-understand expressions such as "thinking outside of the box," "this assignment is a piece of cake" and "hold your horses."

The Graphic Novel display in the East Northport Media center is popular with the DVD audience.

In January, popular nonfiction will be added to the Bygone Bestseller collections to reflect the popularity of titles such as "The Boys in the Boat" and "Unbroken."

The last two weeks in December welcomed an influx of patrons who had put off the inevitable email switch as SuffolkWeb's days dwindled. Adult Services staff patiently guided the patrons to

new email platforms and we all said farewell to SuffolkWeb as 2015 ebbed and the New Year dawned.

Teen volunteers decorated and packed 40 gift bags for the dogs and cats adopted from the Little Shelter before the holidays.

Children and Family Services

Thirty-seven children enjoyed "High Tea" served by teen volunteers at the "Alice in Wonderland" movie and tea party.

The December Display "Unwrap a Good Book" encouraged children to check out wrapped book surprises to be opened when they returned home.

IX. PERSONNEL REPORT

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

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

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

X. APPROVAL TO PRESENT PROPOSED LIBRARY BUDGET

Mrs. McGrail moved to approve the presentation of the proposed 2016/2017 Library Budget to the Community on April 5, 2016, seconded by Ms. White and unanimously carried.

XI. ELECTION OF SCLS BOARD OF TRUSTEE REPRESENTATIVE FOR THE TOWN OF HUNTINGTON

Ballots were distributed to Board Members to elect a trustee to represent the Town of Huntington on the SCLS board.

XII. OTHER BUSINESS

Mr. Olney has been contacted by a foundation in France who is interested in donating an interactive bench to the Library. This pertains to Antoine St. Exupery's book, The Little Prince

XIII. DATES OF FUTURE MEETINGS

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

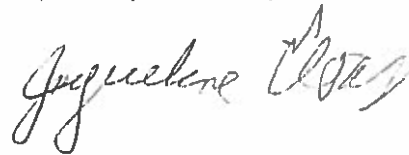
Tuesday, March 22, 2016, 5:30pm-Regular Meeting

Tuesday, March 22, 2016 7:30pm-Public Information Meeting

IX. ADJOURNMENT

Ms. White moved to adjourn the Regular Meeting at 12:48, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jacqueline Elsas".

Jacqueline Elsas



Northport-East Northport Public Library

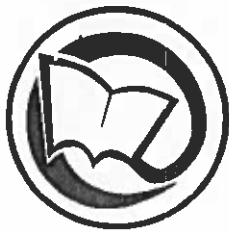
151 Laurel Avenue • Northport, NY 11768 • 631-261-6930
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313
www.nenpl.org

Dear Board Member:

The **Budget Work Session** of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, January 21, 2016, at 10:00 AM** in the Board Conference Room.

AGENDA

- I. Call to Order
- II. Adoption of Agenda (Motion required)
- III. Review and discussion of proposed Library Budget 2016/2017.
- IV. Public Information Meeting – Tuesday, March 22, 2016, 7:30 PM.
- V. Adjournment



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.nenpi.org

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, January 21, 2016, at 11:00 AM** in the Board Conference Room.

A G E N D A

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. 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. Approval to present proposed Library Budget 2016/2017 to the Community on April 5, 2016.
- XI. Election of SCLS Board of Trustee Representative for the Town of Huntington
- XII. Other Business
- XIII. Date of next library board meetings:
Thursday, February 18, 2016, 10:00 AM – Regular Meeting
Tuesday, March 22, 2016, 5:30 PM – Regular Meeting
Tuesday, March 22, 2016, 7:30 PM – Public Information Meeting
- XIV. Adjournment

PERSONNEL REPORT
Approval of the Following Personnel Matters
January 21, 2016

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>
-------------	----------------------------------	-------------------	-----------------------

Peter Zuchowski	PT Computer Tech/Step 3	Network & Systems	02/15/16
-----------------	-------------------------	-------------------	----------

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

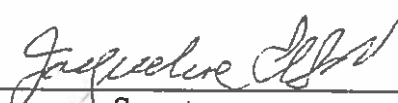
E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Request for Leave of Absence

Joseph Monroy	Page/\$8.95 hr.	Circulation – NPT	12/11/15 – 12/18/15
Mathew Kikel	Page/\$9.00 hr.	Circulation – NPT	02/11/16 – 02/21/16
Max Martuscello	Page/\$9.00 hr.	Circulation – NPT	02/11/16 – 02/20/16

Report approved by Board of Trustees



 Secretary