

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JUNE 16, 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, June 16, 2016.

- I. Chairperson Margaret Hartough called the meeting to order at 10:13am. 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 THE 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 May 19, 2016, 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 \$179,544.21, page 4037, seconded by Ms. White and unanimously carried.
Ms. White moved to approve warrant for \$172,053.24, page 4038, second by Mrs. Gladding and unanimously carried.
Mrs. Gladding moved to approve warrant for \$308,108.18, page 4039, seconded by Mrs. Elsas and unanimously carried.
 - B. PAYROLL REGISTERS
Mrs. Elsas moved to approve payroll of \$185,378.69, page 2158, seconded by Mrs. McGrail and unanimously carried.
Mrs. McGrail moved to approve payroll of \$181,939.50, page 2159, seconded by Ms. White and unanimously carried.
 - C. Review of monthly expenditures
 - D. Review of statistical summary

VII. COMMUNICATIONS

Mrs. Hartough read a thank you note from Mr. Little for the dedication of a tree outside the library for his years of service as a Trustee on the Library Board.

VII. DIRECTORS REPORT

Administration

Annual fire drills took a new twist this year as we blocked the most utilized exit in each building to introduce patrons and to remind staff of lesser-used egress routes.

The annual security guard meeting was held to review procedures, ensure consistency, and provide review and analysis of past incidents.

Following a successful program offered to the public, Color More, Stress Less, coloring books and colored pencils are being made available in the Staff Lounges.

Buildings and Grounds

Employing interdepartmental teamwork, a visiting bird was safely caught and released from the Northport mechanical room.

The newest HVAC unit, installed last year, did not function properly during the first days of the cooling season. The installers tried multiple repairs but ended up solving the problem by Facetiming with a technician employed by the manufacturer.

Network & Systems

New child-friendly and brightly colored keyboards will be installed as the computers are replaced in the children's room.

The accounting office has a new intercom system that permits remote unlocking after visual and audio confirmation has been made with individuals seeking entrance.

Circulation

Patrons are appreciating the emails being generated to reminding them of the approaching expiration of their library cards. After receiving this email, patrons are visiting the library just to renew their cards or are made aware at check out that their cards need to be renewed.

The removal of the calendar in the Library newsletter provided the needed space for the many summer programs that we offer. Patrons have the option to pick up a larger printed calendar at the circulation desk. Just over 100 patrons have picked up printed calendars in Northport compared to the more than 200 patrons in East Northport.

Community Services

To help celebrate Cinco de Mayo, 86 patrons enjoyed Mambo Loco featuring old school Latin music with origins from Cuba and Puerto Rico. Document shredding day provided 221 patrons a safe and secure way to dispose of their financial, medical and other personal records.

Guitarist Eran Polat, percussionist Akiva, and Sicanni on pan flutes delighted 50 patrons with an evening of Global Music that included lively drumming and tango dancing.

Adult and Teen Services

Based on the success of our first ESL class we have scheduled a second session. This will enable 13 of the original 22 students to continue their lessons.

Five copies of Noticias, a weekly Long Island Spanish language newspaper, are now being distributed to public libraries in Suffolk County by the Suffolk Cooperative Library System. One copy will be kept in our newspaper rack for patrons to read in each building and the remaining copies will be available for patrons to keep.

One of our librarians partnered with a Nassau public librarian to present Forecast: It's a Cloudy Day at Reference at the Long Island Library Conference. The presentation demonstrated how to incorporate cloud computing services into daily workflow.

The first free iPad class offered by Apple staff in the library was very popular but in attempting to schedule additional classes we were told they will no longer be providing this service outside of their stores.

Children and Family Services

The Library hosted classes from five different schools providing tours and storytime programs for 295 children, teachers, and parents.

Through a Staller Center grant, the Stony Brook Department of Music orchestrated a Musical Instrument Petting Zoo for 52 patrons. Attendees enjoyed a hands-on, listening introduction to woodwind, string, and brass instruments.

Super Circus Stuff entertained 65 children and adults as audience members were invited to join performers on stage to learn plate spinning and juggling firsthand.

The Youth Services Department prepared a display called Vamonos=Let's Go...and Read Spanish-English Bilingual Books. To highlight our extensive bilingual collection a scavenger hunt sent children throughout the Children's Room looking for shapes sporting Spanish words.

The size of the Museum Cove grew in one day after the removal of a very large display case which was relocated to Suffolk Community College. This begins the renovation of this multi-use space to provide more flexibility and easier transitions between uses.

Just when we thought winter was over, children began building foam igloos in the Museum Cove. The foam was repurposed packing material salvaged from this year's annual computer purchases.

IX. PERSONNEL REPORT

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

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

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

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

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

X. OTHER BUSINESS

A patron reported damage to a disc drive in her car after using a Library CD.

XI. DATES OF FUTURE MEETINGS

Thursday, July 21, 2016, 9:30am - Annual Reorganizational Meeting

11:00am - Regular Board Meeting

12:00Noon - Staff Recognition Ceremony and Luncheon

Thursday, August 18, 2016, 10:00am - Financial Only

XII. ADJOURNMENT

Mrs. McGrail moved to adjourn the Regular Meeting at 12:05pm, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,



Jacqueline Elsas
Secretary



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 regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, June 16, 2016, 10:00 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. Other Business
- XI. Date of next library board meetings:
Thursday, July 21, 2016, 10:00 AM – Annual Reorganizational Meeting
11:00 AM – Regular Board Meeting
12:00 Noon – Staff Recognition Ceremony and Luncheon
Thursday, August 18, 2016, 10:00 AM – Financial Only
- XII. Adjournment

PERSONNEL REPORT
Approval of the Following Personnel Matters
June 16, 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>
-------------	----------------------------------	-------------------	-----------------------

Natalie Van Wickler	Page/\$9.00 hr.	Youth & Family – Npt	06/20/16
---------------------	-----------------	----------------------	----------

C. Resignations

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

Charlotte Latuso	PT Library Clerk/Step 2	Circulation – NPT	06/10/16
Mara Nolan	Page/\$9.00 hr.	Circulation – NPT	07/01/16
Colin Connors	Page/\$9.00 hr.	Youth & Family – EN	07/20/16

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

Seasonal Page

Christine Cassidy	Seasonal Page/\$9.00 hr.	Adult & Teen Services	05/24/16 – 08/31/16
-------------------	--------------------------	-----------------------	---------------------

Request for Leave of Absence

Sarah Jampol	Page/\$9.00 hr.	Circulation – NPT	06/30/16 – 07/14/16
--------------	-----------------	-------------------	---------------------

Report approved by Board of Trustees



 Secretary

**PERSONNEL REPORT
ADDENDUM**
Approval of the Following Personnel Matters
June 16, 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>
Josiah Otoo-Mensah	Page/\$9.00 hr.	Circulation - NPT	07/05/16
Angela Miles	Page/\$9.00 hr.	Circulation - EN	07/11/16
Margo Campbell	Page/\$9.00 hr.	Circulation - NPT	07/18/16

C. Resignations

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

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>
Promotion			
Samantha Gross	FT Librarian I/Step 2	Children & Family Services	07/01/16
Request for Leave of Absence			
Ralph Pellegrino	Security Guard	Security	07/06/16 - 08/16/16

Report approved by Board of Trustees


Secretary