

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING MAY 18, 2017

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, May 18, 2017.

I. CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:10am. Also present were Jacqueline Elsas, Georganne White, Judith Bensimon, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Elsas moved to approve the agenda, seconded by Ms. White and unanimously carried.

IV. PERIOD FOR PUBIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Ms. White moved to approve the minutes of April, 20, 2017, as amended, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANICAL SECRETARTY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Bensimon moved to approve warrant for \$182,475.80, page 4078, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$76,296.17, page 4079, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$269,517.37, page 4080, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$2,754.64, page 4081, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approved payroll of \$183,325.32, page 2185, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$186,620.27, page 2186, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

Mr. Olney read a letter of resignation from employee Pat O'Mahoney.

Mrs. Elsas read a letter from employee Michael Matias regarding leave of absence.

VIII. DIRECTOR'S REPORT

Administration

Our insurance provider has partnered with Safe Schools Training to provide access to online videos for their clients. There are hundreds of training courses available through this service covering emergency management, environmental safety, health, information technology, and security. The training may be selectively assigned to staff and will provide a report to the library once a staff member has successfully completed the training.

A collection development meeting featured discussions on ordering tips, selection sources, and a review of the Collection Development Policy. Staff demonstrated databases and services related to their subject specialties providing a valuable opportunity for staff to learn about resources from their colleagues.

Buildings and Grounds

The exterior lighting fixtures in the East Northport parking lot have been upgraded to use LED bulbs.

Review of the pavement in the parking lot at East Northport has identified two sizable areas of deterioration, both sinking and cracking. These areas will be removed so that a base material can be compacted and new asphalt installed.

Network & Systems

The staff copier/printer lease is coming to an end and research is underway to evaluate new features available, alternate manufacturers, and support vendors.

Circulation

Patron privacy and security concerns prompted a change now requiring library card-holders to have a password in order to access their patron record online. To create or change an existing password patrons must also have an e-mail address in their record.

In May we celebrate Older Americans Month with additional programs and renew our annual Silver Star coupon book program. During the past twelve months 358 Silver Star booklets were distributed.

Community Services

Our bus trips are back! After a few months hiatus the trips scheduled for May 18 to Bartow-Pell Mansion/City Island and August 8 to Essex Steam Train/Riverboat Cruise are both sold out.

The April Fools' Day concert with the SOUND Brass Quintet was enjoyed by 52 patrons of all ages and 73 patrons watched the Northport Symphony Orchestra as they "pulled back the curtain" to provide insight into how composers can use their creativity and knowledge of musical concepts to create a work of art.

Patrons joined Eco-Photo Explorers to take a look at the maritime history of Long Island, from the early colonial days to modern times. The explorers shared tales of tragic shipwrecks, heroic rescues, and unbelievable courage, as well as history of the Life Saving Services on Long Island to 45 patrons.

Adult and Teen Services

Digitizing the microfilm from our archive for the New York State Historic Newspapers database now provides online access to the Long Islander from 1839 to date and the Northport Journal from 1885 to date.

Talented young adults designed and sewed outfits that were modeled at the Northport High School Student Fashion Show which was presented to an audience of over 100 family and friends at the library. This was the ninth year the library has partnered with the school to bring this program to the community.

Children and Family Services

A Family Science Fun program offered ten hands-on learning stations for 49 patrons to explore concepts in math, engineering, chemistry, biology, and physics with the aid of teen volunteers. The learning stations were created using Science Buddy Kits borrowed from the Suffolk Cooperative Library System.

Patrons (89) attending the Animals Alive program met a myriad of friendly creatures such as ferrets, chinchillas, sugar gliders, hedgehogs, birds, and lizards while learning fun facts about each one.

Some of the gently-used donated children's books are re-donated to the elementary schools so that every child attending a school book fair will leave with something to read.

IX. PERSONNEL REPORT

Mrs. Elsas 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. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve "E. Other" in the personnel report, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve "B. New Employees" in the personnel report addendum, seconded by Mrs. Elsas and unanimously carried.

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

Ms. White moved to approve, contingent on advice from attorney, "E. Other" in the personnel report addendum, seconded by Mrs. Bensimon and unanimously carried.

X. NON-DISTRICT RESIDENT CIRCULATION POLICY REVISION

Mrs. Bensimon moved to approve the Non-District Resident Circulation Policy Revision, seconded by Mrs. Hartough and unanimously carried.

XI. 2017 ADDITIONAL LIBRARY CLOSINGS

Mrs. Hartough moved to approve 2017 Additional Library Closings, seconded by Mrs. Elsas and unanimously carried.

XII. OTHER BUSINESS

XIII. DATES OF FUTURE MEETINGS

Thursday, June 22, 2017 10:00am- Regular Meeting

Thursday, July 20, 2017 10:00am- Annual Reorganizational Meeting

11:00am- Regular Board Meeting

12:00 Noon-Staff Recognition Ceremony and Luncheon

XIV. ADJOURNMENT

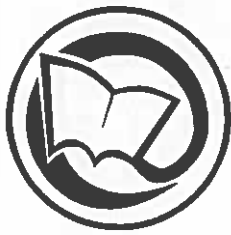
Mrs. Elsas moved to adjourn the regular meeting at noon, seconded by Ms. White and unanimously carried.

Respectfully submitted,



Margaret Hartough

Secretary



Northport-East Northport Public Library

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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, May 18, 2017, at 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. Non-District Resident Circulation Policy revision (Motion required)
- XI. 2017 Additional Library Closings (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:
 - Thursday, June 22, 2017, 10:00 AM – Regular Meeting
 - Thursday, July 20, 2017, 10:00 AM – Annual Reorganizational Meeting
 - 11:00 AM – Regular Board Meeting
 - 12:00 Noon – Staff Recognition Ceremony and Luncheon
- XIV. Adjournment

**LIBRARY BOARD MEETING
MAY 18, 2017**

ACCOUNTS PAYABLE

4078 4/19/17	\$ 182,475.80	One Hundred Eighty Two Thousand, Four Hundred Seventy Five Dollars, & Eighty Cents
4079 5/18/17	\$ 76,296.17	Seventy Six Thousand, Two Hundred Ninety Six Dollars, & Seventeen Cents
4080 5/3/17	\$ 269,517.37	Two Hundred Sixty Nine Thousand, Five Hundred Seventeen Dollars, & Thirty Seven Cents
4081 5/16/17	\$ 2,754.64	Two Thousand, Seven Hundred Fifty Four Dollars, & Sixty Four Cents

PAYROLL REGISTER

2185 4/21/17	\$ 183,325.32	One Hundred Eighty Three Thousand, Three Hundred Twenty Five Dollars, & Thirty Two Cents
2186 5/5/17	\$ 186,620.27	One Hundred Eighty Six Thousand, Six Hundred Twenty Dollars, & Twenty Seven Cents

XI. 2017 Additional Library Closings (Motion required)

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2017 Additional Library Closings

East Northport Festival

September 8, 2017 (Friday)

East Northport Building Close at 5:00 PM

September 9, 2017 (Saturday)

East Northport Building Close all day

Cow Harbor Weekend

September 16, 2017 (Saturday)

Northport Building Open at 12:00 Noon

September 17, 2017 (Sunday)

Northport Building Close all day

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Non-District Resident Circulation Policy

The Northport-East Northport Public Library is a member of the Suffolk Cooperative Library System (SCLS) and follows the SCLS Resource Sharing Code as established by SCLS and its member libraries. It is the intent of the Northport-East Northport Public Library to make as much of its collection as possible available for borrowing by direct access and interlibrary loan.

Any borrower possessing a valid full-service borrower's card, in good standing, issued by a member library of SCLS may utilize the resources of the Northport-East Northport Public Library and borrow the same items available to a Northport-East Northport Public Library cardholder through direct access and interlibrary loan.

~~The following restrictions may apply to non-district residents:~~

- ~~a) Materials which do not circulate locally by reason of their inclusion in a special collection.~~
- ~~b) Any material which is in high demand.~~
- ~~c) Materials which have been in a library's collection less than one year.~~

In accordance with the SCLS Resource Sharing Code, select high-demand and special collection materials are not available for borrowing by direct access and interlibrary loan.

**PERSONNEL REPORT
ADDENDUM**
Approval of the Following Personnel Matters
May 18, 2017

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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Marisa Macolino	Page/\$ 10.00 hr.	Teen Services	06/12/17
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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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Maeghan Dolan	PT Librarian I/Step 1	Children & Family Svc	06/12/17
Patricia O'Mahoney	PT Librarian I/Step 13	Children & Family Svc	06/26/17

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 Continued Medical Leave of Absence

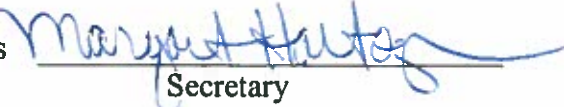
Michael Matias	Custodial Worker I/Step 13	Buildings & Grounds	04/11/17—04/11/18.* 04/11/17 – 10/31/17
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*revised dates as per advice of Library Attorney

Promotion

Denise Makowski	PT Librarian Trainee/6 Credits	Children & Family Svc	06/12/17
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Report approved by Board of Trustees


Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
May 18, 2017

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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Arianna Keating	Page/\$ 10.00 hr.	Children & Family Svcs	06/19/17
Jessica Lyle	Page/\$ 10.00 hr.	Children & Family Svcs	06/19/17

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Ralph Pellegrino	Guard/\$ 20.59 hr.	Security	05/06/17
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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 Medical Leave

Mary Ann Morrisroe	Page/\$ 12.30 hr.	Circulation – EN	05/19/17 – 06/09/17
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Requests for Leave of Absence

Joseph Monroy	Page/\$ 10.00 hr.	Circulation – Npt	05/26/17 – 08/28/17
Salvatore Rapisardi	Guard/\$ 23.61 hr.	Security	07/03/17 – 08/06/17

Seasonal Pages

Nina Callahan	Page/\$ 10.00 hr.	Circulation – Npt	05/29/17 – 08/25/17
Christine Cassidy	Page/\$ 10.00 hr.	East Northport	06/26/17 – 08/11/17
Jessica Camenzuli	Page/\$ 10.00 hr.	Youth & Family – Npt	06/12/17 – 08/31/17
Grace Mortimer	Page/\$ 10.00 hr.	Youth & Family – Npt	06/12/17 – 08/31/17
Colleen Murphy	Page/\$ 10.00 hr.	Youth & Family – Npt	06/12/17 – 08/31/17
Hannah Van Wickler	Page/\$ 10.00 hr.	Youth & Family – EN	06/12/17 – 08/31/17

Report approved by Board of Trustees


 Secretary