

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING MAY 17, 2018

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 17, 2018.

I. CALL TO ORDER

Chairperson Jacqueline Elsas called the meeting to order at 10:11am. Also present were Margaret Hartough, Georganne White, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Ms. White moved to approve minutes of April 19, 2018, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$279,730.52, page 4123, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$181,495.70, page 4124, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$125,616.52, page 4125, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$191,920.68, page 2214, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve payroll of \$190,062.78, page 2215, seconded by Mrs. Hartough and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

Board members received a letter from the Perry Como Lodge # 2846, Order of the Sons and Daughters of Italy, requesting a table to display library books in October for Italian Heritage Month.

VIII. DIRECTOR'S REPORT

Administration

Northport-East Northport school district attorney John Gross presented his argument to the community as to why the utility company should be forced to uphold a 1997 promise not to attempt to lower the taxes on the Northport power plant. Much discussion followed with local news reporters documenting the possible outcomes.

Buildings and Grounds

The Northport Café had its overhead lighting replaced to address concerns that an inspector from the Suffolk County Department of Health brought to our attention. The issue was of glass bulbs located over food and beverages. The new LED lighting addresses this concern, provides brighter lighting, and consumes less electricity. The inspector also suggested that the unpainted wood shelves used to store café supplies be painted, which has also been completed.

The lighting in the accounting and administrative offices has been upgraded to LEDs in advance of the work which has addressed the sagging ceiling tiles as possible falling hazards.

Network and Systems

The Suffolk Cooperative Library System (SCLS) informed us that the company that supplied the firewall that we have been using since 2005 is going out of business. Therefore, the support for this critical piece of networking equipment would also be ending. The SCLS staff proposed that member funds held in a technology fund be used to purchase new firewalls for all member libraries. A smooth transition to the new firewall is anticipated.

A significant increase in noise has been detected from the air conditioning unit in the Northport computer server room. The manufacturer has evaluated this complex unit and has determined replacement parts will be needed.

Circulation

The county-wide circulation software was not functioning properly for over a week. This led to errors in patron, item, and program records. The staff did an excellent job of utilizing off-line software and documenting information on written lists to minimize the impact these technical problems had on patrons.

Community Services

Sympatico, a group of like-minded musicians who have been playing together for four decades, performed a mixture of popular jazz and blues, both nostalgic and current for 46 patrons.

Students from Norwood Avenue Elementary School presented poetry inspired by Walt Whitman. Judy Turek, an editor, and a facilitator of poetry on Long Island read her original works and audience members were encouraged to perform readings to the 65 enthusiasts in attendance.

Chris Cloonan introduced 32 patrons to what has long been a forbidden fruit for Americans: the island of Cuba. As one of the few non-Cuban Americans living there, his description of the complicated US-Cuban history provided a unique perspective.

Adult and Teen Services

There were large turnouts for both Friday Movie showings of *Darkest Hour* and *Murder on the Orient Express*. Parking and community room capacity regularly seem to cause issues at the East Northport building. Parking is once again being made worse by the start of Little League season which pushes the parking lot beyond capacity. The popularity of library programs, combined with limited room capacity, has necessitated that program admission preference be given to local cardholders.

Professional development for sixteen in-district teachers provided insight into Brainfuse, foreign language learning databases, Lynda.com, Kanopy, and Gale courses available from the public library.

Children and Family Services

Children visited the library on vote day to cast their ballots for their favorite "library" book. Children who voted received an "I Voted Today" sticker as well as a star clapper for exercising their right to vote. *Biscuit Loves the Library* was the clear winner with 37 of the 87 votes.

The new *Road to Reading* series program *First Time Spanish* had 50 attendees who listened to bilingual books and learned familiar songs in Spanish.

The library was where the wild things were this month as *Animals Alive* provided interesting facts and guided furry, scaly, and feathery interactions with the 138 patrons in attendance. *Nature Nick's Animal Adventures* introduced 119 patrons to an albino kangaroo, a flamingo, an otter, and many other animals.

The children's DVD collection has historically consisted of either G or non-rated children's movies and TV shows but children's movies are now often rated PG. This change includes many of the new Disney and Pixar releases which have been placed in the adult collection due to the rating. To address this industry change, new children-friendly PG-rated movies will now be included in the children's collection.

IX. PERSONNEL REPORT

Mrs. Hartough 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. McGrail and unanimously carried.

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

X. 2018 ADDITIONAL LIBRARY CLOSINGS

Mrs. Hartough moved to approve Additional Library Closings for 2018, seconded by Ms. White and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney read a thank you letter from Long Island Cares for the patron donations collected at the Library.

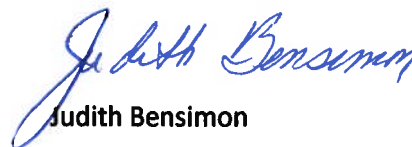
XII. DATES OF FUTURE MEETINGS

Thursday, June 21, 2018	10:00am	Regular Board Meeting
Thursday, July 19, 2018	10:00am	Annual Reorganization Meeting
	11:00am	Regular Board Meeting
	12:00noon	Staff Recognition Ceremony & Luncheon

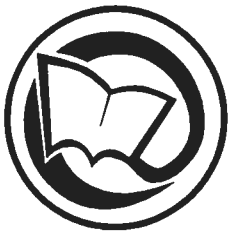
XII. ADJOURNMENT

Mrs. Bensimon moved to adjourn meeting at 11:35am seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,



Judith Bensimon



Northport-East Northport Public Library

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Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, May 17, 2018, 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. 2018 Additional Library Closings (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, June 21, 2018, 10:00 AM – Regular Meeting
Thursday, July 19, 2018, 10:00 AM – Annual Reorganizational Meeting
11:00 AM – Regular Board Meeting
12:00 Noon – Staff Recognition Ceremony and Luncheon
- XIII. Adjournment

**LIBRARY BOARD MEETING
MAY 17, 2018**

ACCOUNTS PAYABLE

4123 5/2/18	\$ 279,730.52	Two Hundred Seventy Nine Thousand, Seven Hundred Thirty Dollars, & Fifty Two Cents
4124 5/16/18	\$ 181,495.70	One Hundred Eighty One Thousand, Four Hundred Ninety Five Dollars, & Seventy Cents
4125 5/17/18	\$ 125,616.52	One Hundred Twenty Five Thousand, Six Hundred Sixteen Dollars, & Fifty Two Cents

PAYROLL REGISTER

2214 5/4/18	\$ 191,920.68	One Hundred Ninety One Thousand, Nine Hundred Twenty Dollars, & Sixty Eight Cents
2215 5/18/18	\$ 190,062.78	One Hundred Ninety Thousand, Sixty Two Dollars, & Seventy Eight Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
May 17, 2018

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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Paul Reilly	Guard/\$17.90 hr.	Security	05/18/18
Danielle Ranieri	Page/\$11.00 hr.	Circulation – EN	05/21/18
Vagnon Bamba	Page/\$11.00 hr.	Circulation – EN	06/04/18
Ciara Murphy	Page/\$11.00 hr.	Circulation – NPT	06/04/18

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Jessica Safonte	PT Library Clerk/Step 1	Circulation – EN	05/01/18
Joan Boyle	PT Library Clerk/Step 1	Circulation – EN	05/05/18
Elaine Connor	PT Librarian I/Step 20	Adult & Teen Services	05/20/18
Angela Miles	Page/\$11.00 hr.	Circulation – EN	06/01/18

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

Salvatore Rapisardi	Guard/\$24.01 hr.	Security	06/18/18 – 08/08/18
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Seasonal Pages

Jessica Camenzuli	Seasonal Page/\$11.00 hr.	Children & Family Svcs	06/11/18 – 08/31/18
Brigid Connor	Seasonal Page/\$11.00 hr.	Children & Family Svcs	06/11/18 – 08/31/18
Dori-Jo Gutierrez	Seasonal Page/\$11.00 hr.	Children & Family Svcs	06/11/18 – 08/31/18
Casey Macolino	Seasonal Page/\$11.00 hr.	Children & Family Svcs	06/11/18 – 08/31/18
Samuel Maritato	Seasonal Page/\$11.00 hr.	Children & Family Svcs	06/11/18 – 08/31/18
Colleen Murphy	Seasonal Page/\$11.00 hr.	Children & Family Svcs	06/11/18 – 08/31/18

Report approved by Board of Trustees


 Secretary

**PERSONNEL REPORT
ADDENDUM**
Approval of the Following Personnel Matters
May 17, 2018

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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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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Promotion

Michelle Kullack	FT Library Clerk/Step 6	Circulation Services	06/04/18
Anna Schwen	PT Librarian Trainee/Entry	Adult & Teen Services	06/04/18

Request for Leave of Absence

Morgan Rooney	Café Worker/\$11.50 hr.	Community Services	05/15/18 – 06/30/18
Kim Langendorfer	Café Worker/\$11.50 hr.	Community Services	06/01/18 – 07/28/18
Katherine Loughlin	Page/\$11.00 hr.	Circulation Svcs – Npt	06/22/18 – 07/05/18
Ann Denfeld	Page/\$11.00 hr.	Adult & Teen Svcs	06/23/18 – 07/07/18

Report approved by Board of Trustees


Secretary

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2018 Additional Library Closings

East Northport Festival

September 7, 2018 (Friday)	East Northport Building Close at 5:00 PM
September 8, 2018 (Saturday)	East Northport Building Close all day

Cow Harbor Weekend

September 15, 2018 (Saturday)	Northport Building Open at 12:00 Noon
September 16, 2018 (Sunday)	Northport Building Close all day

Color Run

October 20, 2018 (Saturday)	East Northport Building Open at 12:00 Noon
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