

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of December 15, 2011

Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Library was held on December 15, 2011 at 10:00 AM in the Board Conference Room of the Northport Library.

1) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 10:06 AM. Also attending were Elizabeth McGrail, Margaret Hartough, Patricia Flynn, Director Eileen Minogue and Assistant Director James Olney.

Trustee Andrea Gladding was absent with prior notice.

2) MINUTES OF PREVIOUS MEETING

Mrs. McGrail moved to approve the minutes of November 17, 2011 as amended, seconded by Mrs. Hartough and unanimously carried.

3) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Hartough moved to approve warrant for \$ 17,572.20, page 3825, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 1,136,230.01, page 3826, seconded by Mrs. Hartough and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 66,273.56, page 3827, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 202,131.46, page 3828, seconded by Mrs. McGrail and unanimously carried.

The Board accepted the payrolls for period ending:

November 25, 2011	Page 2040	\$ 198,736.90
December 09, 2011	Page 2041	197,672.16

B. Review of monthly expenditures

C. Review of statistical summary

4) COMMUNICATIONS

5) DIRECTOR'S REPORT

The Director's Report was given orally. In addition to the packet mailed in advance the report contained the following library service area highlights:

Director's Report (continued)

Administrative Assistant - The annual Toys for Tots drive for staff donations was another successful endeavor.

Administration - A \$3,000 Legislative Grant was awarded by Legislator Lynne Nowick to fund the jobforce computer training workshops.

Two webinars were hosted: "Making Space for Entrepreneurs and Independent Workers" and "Fully Engaged Customer Service at Your Library" which the Department Head Team attended.

Participated in recognizing a Boy Scout's Eagle Project which culminated in an historical document on the Genola Cemetery in East Northport. The book will be archived for the Community to reference their ancestry.

The ALA Policy Brief Confronting the Future was the focus of our MLS Meeting with our senior librarians as we continue long-range planning.

Buildings and Grounds - The annual East Northport fire drill was successfully held with staff receiving no advance notification.

Circulation - The circulation of DVDs has surpassed books to date this year with significant increases in non-fiction media (VHS, DVD and books on CD) circulation.

The System has enabled the SMS Alerts for patrons to opt in for electronic delivery of Courtesy Notices, Hold Notifications and Overdues.

Staff baked holiday cookies as part of their annual outreach to 48 appreciative Veterans.

Community Services - The high interest programs entice many patrons to register but with today's busy schedules actual attendance is below capacity. To serve a greater number, registration will be replaced with a process of "carding at the door" to insure residents' preference over non-residents.

Computer Services - A staff training program is being developed to sustain staff technical competency standards.

Adult Services - The introduction of the first Adult Winter Reading Club has already generated much excitement with patrons calling to express interest.

East Northport - The Talking Book Program currently administered through the System will be merged with the New York Public Library in 2012. Our Outreach Service Staff who support homebound services will take on the responsibility of these patrons' reader's advisory and assistance in obtaining their materials.

Network & Systems - The library participated in the web-based 2011/2012 National Public Library Funding and Technology Access Survey which affirmed that patron technology training has become an important component of public library services as libraries embrace their role bridging the digital divide.

PALS/Tech Services - Angela Richards, Department Head, was the recipient of the first President's Award for her past 12 years chairing the SCLA Scholarship Committee.

Youth Services - The Backpack for Military Families is available for borrowing.

Nursery School Night drew 49 attendees with compliments from school representatives for the highest community participation compared to neighboring libraries.

YASD recognized Candice Reeder, Teen Services Librarian, in their first annual Teen Librarian Award for Special Programming, for our library's Speaking of Writing series of distinguished authors.

6) PERSONNEL REPORT

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

Mrs. Flynn moved to approve "C Resignations" in the Personnel Report, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve "E Other" in the Personnel Report, seconded by Mrs. McGrail and unanimously carried. One page attached

7) PERIOD FOR PUBLIC EXPRESSION

8) UNFINISHED BUSINESS

MTA Tax

A discussion was held regarding Governor Andrew M. Cuomo signing a new law that ends or reduces the Metropolitan Transportation Authority payroll tax for hundreds of thousands of businesses and individuals in New York City and seven downstate counties. This new law will not benefit the Northport-East Northport Library.

9) OTHER BUSINESS


10) DATES OF FUTURE MEETINGS

- Thursday, January 19, 2012 - 10:00 AM - Budget Work Session
- Thursday, January 19, 2012 - 11:00 AM - Regular Board Meeting
- Wednesday, February 15, 2012 - 10:00 AM - Regular Board Meeting

11) ADJOURNMENT

Mrs. McGrail moved to adjourn the meeting at 11:32 AM., seconded by Mrs. Flynn and unanimously carried.

Respectfully submitted,


Elizabeth McGrail
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
December 15, 2011

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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Barbara Minogue	Café Worker/\$ 7.75 hr	Community Services	12/19/11
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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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Melissa Wadolowski	PT Library Clerk/Step 5	Circulation – Npt	01/14/12
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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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Seasonal Page

Peter Zuchowski	Page/\$ 8.05 hr	Network & Systems	12/19/11 – 01/20/12
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Request for Parental Leave

Kathryn Heaviside	Librarian I/Step 6	Community Services	01/16/12 – 03/01/12
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