

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of May 17, 2012 Approved

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the East Northport Library Quiet Study Room on May 17, 2012.

1) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 10:00 AM. Also attending were Andrea Gladding, Elizabeth McGrail, Margaret Hartough, Director Eileen Minogue and Assistant Director James Olney.

Trustee Patricia Flynn was absent with prior notice.

2) PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by those attending the meeting.

3) MINUTES OF PREVIOUS MEETING

Mrs. Gladding moved to approve the minutes of April 19, 2012 as amended, seconded by Mrs. McGrail and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 127,900.15, page 3844, seconded by Mrs. Hartough and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 269,703.49, page 3845, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 36,184.00, page 3846, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 207,673.91, page 3847, seconded by Mrs. McGrail and unanimously carried.

The Board accepted the payrolls for the period ending:

April 27, 2012	Page 2051	\$ 196,863.65
May 11, 2012	Page 2052	194,739.84

B. Review of monthly expenditures

C. Review of statistical summary

D. Payroll Audit

5) COMMUNICATIONS

6) 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:

Adult Services – The library's popular "Living In ... Guide for Seniors" was newly revised and updated with contemporary photos to attract our new generation of seniors. The new media checklist has been expanded to include recent releases, new versions of classics and collection spotlights. Our inaugural Job Fair offered 17 vendors the opportunity to meet with 208 potential employees of which 100 were from our community.

Buildings & Grounds – All custodial staff responsible for safe operation of our library van have completed the New York State Safe Driver Program and certification of completions will be forwarded to the library's insurance company.

Diligent supervision by the Department Head coupled with fair weather resulted in a successful parking lot project completion within the expected time frame.

Circulation – EN – Patrons took the opportunity to visit East Northport during Northport's construction resulting in significant increases in building usage, circulation and café sales.

Circulation – NPT – Patrons signing on to receive holds-text alerts has increased to 95 registered users. This service for instant notification provides better patron service while also saving staff time.

Community Services – The total number of patrons assisted through AARP Tax Aid was 51 at East Northport and 47 at Northport. This program was made successful through the volunteer efforts of the AARP representatives and the technical support of library staff and equipment.

Computer Services – The decision to merge our three Facebook pages (Adult, Teen and Children's) was done after concerted efforts to develop age-specific audiences.

East Northport – The new fencing in the ballfields has made improvements to the look and safety of the park. Unfortunately, a fly ball hit and damaged a patron's car window due to the fact that our suggestion to install "fly ball nets" was not implemented. Contact with the Town was made providing information regarding this incident and the need to complete the safety measures needed.

Network & Systems – Both aging and failing Circulation cash registers were replaced after much effort to repair them. The new registers provide additional programming features to record a more detailed breakdown of cash receipts.

Director's Report (continued)

Youth Services – Resurgence in innovative Lego building maxed out our program space with 58 in attendance.

The library partnered with the Northport Arts Coalition in an Indian Dance Program held at the Northport High School.

Administration – The Assistant Director attended the 2012 Trustee Institute with the most notable presentation given by Dr. Roger Levien reporting on his ALA policy brief “Confronting the Future” which was a planning tool utilized with our MLS team. The Assistant Director and Branch Librarian attended the LILRC “Critical Strategies for Implementing and Managing Organizational Change.”

7) PERSONNEL REPORT

Mrs. Gladding moved to approve “C” Resignations” in the Personnel Report, seconded by Mrs. McGrail and unanimously carried.

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

PERSONNEL REPORT ADDENDUM

Mrs. Hartough moved to approve “B New Employees” in the Personnel Report Addendum, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve “E Other” in the Personnel Report Addendum, seconded by Mrs. McGrail and unanimously. One page attached

8) PERIOD FOR PUBLIC EXPRESSION

9) UNFINISHED BUSINESS

10) OTHER BUSINESS

11) DATES OF FUTURE MEETINGS

Tuesday, June 12, 2012, 4:00-6:00 PM - Trustees’ Reception for the community in honor of the Director’s retirement

Friday, June 22, 2012, 10:00 AM - Regular Board Meeting

Thursday, July 19, 2012, 10:00 AM - Annual Reorganizational Meeting


11:00 AM - Regular Board Meeting

12:00 AM - Staff Recognition Ceremony

11) ADJOURNMENT

Mrs. Gladding moved to adjourn at 11:30AM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted


Elizabeth McGrail
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matter
May 17, 2012

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>
	Kimberly Tiffany	PT Librarian I/Step 3	Youth Services	05/30/12
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>
	Briana Azzarelli	Seasonal Page/\$8.40 hr.	Youth Services	06/13/12 – 08/07/12
	Katherine Clark	Seasonal Page/\$7.55 hr.	Youth Services	06/13/12 – 08/07/12
	Andrew Cowie	Seasonal Page/\$8.15 hr.	Youth Services	06/13/12 – 08/07/12
	Bionca Hinton	Seasonal Page/\$8.25 hr.	Youth Services	06/13/12 – 08/07/12
	Kathryn Murphy	Seasonal Page/\$8.40 hr.	Youth Services	06/13/12 – 08/07/12

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
May 17, 2012

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>
Monica Dietlin	Page/\$7.25 hr	Youth Services – EN	06/13/12

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>
Request For Continuation of Leave of Absence			
Janet Schultz	PT Library Clerk/Step 5	Circulation – EN	06/01/12 – 07/01/12