

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
Meeting of February 20, 2014 Approved

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, February 20, 2014.

**1) CALL TO ORDER**

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

**2) PLEDGE OF ALLEGIANCE**

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

**3) MINUTES OF PREVIOUS MEETING**

Mrs. Hartough moved to approve the minutes of January 23, 2014 as presented, seconded by Mr. Little and unanimously carried.

**4) FINANCIAL SECRETARY & TREASURER'S REPORT**

**A. Approval of warrants**

Mr. Little moved to approve warrant for \$ 304,559.18, page 3921, seconded by Mrs. Gladding and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 84,873.62, page 3922, seconded by Mr. Little and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 185,493.04, page 3923, seconded by Mr. Little and unanimously carried.

**PAYROLL REGISTER**

January 31, 2014	Page 2098	\$181,004.25
February 14, 2014	Page 2099	187,484.81

**B. Review of monthly expenditures**

**C. Review of statistical summary**

**5) COMMUNICATIONS**

**6) DIRECTOR'S REPORT**

The Director's Report was given orally in addition to the packet available to the Trustees at the Circulation Desk prior to the meeting.

Administration – The compiling and entering of statistical data for the Annual Report for Public and Association Libraries is underway and will be ready as required in March.

After a substantial period without hiring to fill vacancies we have exhausted all avenues by giving existing staff more hours in the Circulation Department where the availability of staff for the public service desks has become most challenging.

Proper invoicing approval has been reviewed with our Principal Account Clerk to ensure that procedures are being followed.

Our Assistant Director presented to librarians from across the county at a program entitled Information Mingle at which she focused on art research. Since the Northport Public Library is renowned as the art library she was naturally chosen to share her expertise in a program consisting of eight 25 minute sessions.

Adult Services – Fliers to promote a new English as a Second Language (ESL) class are being distributed to local businesses.

The nominations for this year's Oscar awards have been announced creating much demand for these DVD titles so additional copies are being added to the collection. The transition to packaging series DVDs has progressed smoothly with very little negative feedback. Highly circulated DVDs are being identified so that they can be cleaned and resurfaced, if needed, to reduce the frustration from movies that skip or do not play properly.

Buildings and Grounds – Staff have done an outstanding job of removing the snow from the sidewalks and staircases following the numerous winter storms we have had this year.

Stacks in the Northport children's area have been relocated to create cohesive aisles and create a more open and inviting space. A model of a wigwam was built and has been installed in the Museum Cove to support the Native Life on Long Island exhibit currently on display.

Circulation – The discounted tickets to the American Museum of Natural History and the Centennial Tote Bags sold by the Friends of the Library have both been very popular. The Centennial Library Card design has been well received with 290 new library cards being printed in January, more than double the amount printed last month.

Community Services – Dr. Alan Sherr presented Living Well in 2014 to 60 patrons. The first in our Centennial programs series Getting Started in Genealogy helped 50 patrons begin researching their family roots. Our first Sunday Special of 2014 called The Magic Amore entertained 125 patrons.

Special Staff lanyards celebrating the library's centennial have been ordered and new staff name tags are being designed.

The Centennial Planning Committee continues to plan for the June 21 family fair. In addition to old fashioned games, musical entertainment by Banjo Bob and Crazy Henry, a petting zoo, we are planning a car show that will feature 10 collectible cars, one from each decade.

The Friends of the Library have purchased a membership to the New York Historical Society to add to the library's collection of museum passes.

Network and Systems – The first stages of the new phone system installation have taken place. Lines have been installed from the sump room to the server room so that the new equipment could be installed in a dry, climate-controlled environment that will provide battery backup. Speakers have also been installed throughout both buildings to provide better coverage for public announcements. The phone equipment will be installed soon followed by service provider upgrades.

Youth Services – We were proud to be one of the first libraries to display the 3d printer on loan from the Suffolk Cooperative Library System (SCLS) in our library. This was a very popular exhibit attracting over 70 patrons a week of all ages to this creative and inspirational tool. Our loan was extended for a second month based on the detailed evaluation and experience that was provided to the SCLS staff by our Museum Cove coordinators.

7) PERSONNEL REPORT

There were no personnel changes to report this month.

8) PERIOD FOR PUBLIC EXPRESSION

9) APPROVAL TO PRESENT PROPOSED LIBRARY BUDGET 2014/2015 TO THE COMMUNITY ON APRIL 8, 2014

Mrs. Hartough moved to present the proposed Library Budget 2014/2015 to the Community on April 8, 2014, seconded by Mr. Little and unanimously carried.

10) OTHER BUSINESS

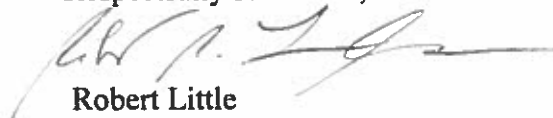
11) DATES OF FUTURE MEETINGS

Tuesday, March 18, 2014	5:30 PM	Regular Board Meeting
Tuesday, March 18, 2014	7:30 PM	Public Information Night
Tuesday, April 8, 2014	9:00 AM-9:00 PM	Library Vote
Thursday, April 17, 2014	10:00 AM	Regular Board Meeting

12) ADJOURNMENT

Mrs. Gladding moved to adjourn at 11:09 AM, seconded by Mrs. McGrath and unanimously carried.

Respectfully submitted,



Robert Little  
Secretary