

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of March 18, 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 Tuesday, March 18, 2014.

1) CALL TO ORDER

Vice-Chairperson Margaret Hartough called the meeting to order at 5:45 PM and resumed with Chairperson Patricia Flynn at 5:55 PM. Also attending were Robert Little, 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. Gladding moved to approve the minutes of February 20, 2014 as presented, seconded by Mr. Little and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. Gladding moved to approve warrant for \$ 208,461.18, page 3924, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$ 100,399.68, page 3925, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$ 203,011.26, page 3926, seconded by Mrs. Gladding and unanimously carried.

PAYROLL REGISTER

February 28, 2014	Page 2100	\$185,939.95
March 14, 2014	Page 2101	184,955.97

B. Review of monthly expenditures

C. Review of statistical summary

D. Acceptance of New York State Annual Report for Public and Association Libraries – 2013

Mrs. McGrail moved to accept the New York State Annual report for Public and Association Libraries for 2013, seconded by Mr. Little and unanimously carried.

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 annual payroll audit has been conducted requiring all staff to personally sign for their checks. This also provides the opportunity to update the emergency contact information on file.

Based on reports of recent security breaches at other institutions, the Suffolk Cooperative Library System (SCLS) has indefinitely disabled the ability to use ecommerce on express lane terminals located within the library.

The library has contracted with the Educational Funding Group (EFG) to provide the documentation for e-rate filing with the Universal Service Administrative Company (USAC). The complexity of the regulations and voluminous amounts of paperwork require staff time making the fee to outsource this task a very fiscally sound decision.

Adult Services - To highlight the George Beatty, Jr. Architecture Collection and continue in the celebration of our centennial, the February table display featured architectural models along with items from this collection.

An annotated bookmark has been created entitled "What other book clubs are reading" to provide suggestions to the many local book discussion groups and featured titles from our county-wide pool collection.

Buildings and Grounds - Odor-related issues have brought the fire department into our buildings this past month. The first visit was later determined to have been caused by a leaking battery in the computer server room and the second was as a result of a puff back in the gas fireplace. A third unidentified aroma was determined to be a result of scented body oils used by a patron and did not require the assistance from the fire department.

The library has requested a proposal for the installation and monitoring of carbon monoxide detectors from the company responsible for monitoring our smoke and fire detection system.

The control unit for the bridge ice melt system is in need of repair but will be postponed until spring. The heating elements can still be manually engaged until such time that the part is removed for repair.

The hot water heater that services the lower level of the East Northport building failed over a weekend. Sharp eyes and quick thinking spared the library from extensive water damage. The seventeen-year-old hot water heater has since been replaced with a high-efficiency unit.

Circulation –The AARP tax assistance has imposed new challenges since the process now requires registration and the completion of an intake form. Due to the popularity of this service we have also limited registration to local patrons. This is a big change from past years when no appointment was necessary.

Community Services

A number of programs had to be cancelled or rescheduled due to snow. Fortunately the biggest storm occurred early in the month allowing for the rescheduled programs to be listed in the March newsletter.

The Township Theatre Group celebrated their twelfth year and founder, Judy Bensimon, credits the Northport Public Library for their popularity since we were the first library to host them and have had them back every year since. Their performance of “Getting it Together” was enjoyed by 65 patrons.

In recognition of Black History Month the library held a program entitled “African Drum Experience” which was attended by more than 60 patrons.

Network and Systems – The second stage of the new phone system has been completed. A phone server, an amplifier for the public address system, and a hold music feature has been installed in each building. The existing 1.5MB phone connection between the buildings is also being upgraded to 10MB to support additional simultaneous calls.

Two exterior security cameras in Northport have stopped functioning and a service call has been placed. The reliability of the cameras and recording equipment, as well as the poor image quality and difficult software controls, creates the need for a replacement.

Youth Services – Rosemary Wells has generously given permission to use the original art from Emily’s First 100 Days of School for our centennial themed Summer Reading Club. We are also discussing her offer to provide a semi-permanent loan of these pieces of art.

The library has expanded upon its valuable program offerings by introducing an enriched opportunity for new mothers. Endorsed by the National Association of Mothers’ Center and led by a trained facilitator, a weekly program introduces various topics and activities that celebrate and explore motherhood while their children play.

A recent Teen Advisory Board meeting hosted three local business owners who spoke about following their dreams and starting their own business. They discussed the practicalities of owning a business and dealing with employees, suppliers, and customers.

7) PERSONNEL REPORT

Mr. Little moved to approve "B new Employees" in the Personnel Report, seconded by Mrs. Gladding and unanimously carried.

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

PERSONNEL REPORT ADDENDUM

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

Mrs. Hartough moved to approve "D Retirement" in the Personnel Report Addendum, seconded by Mr. Little and unanimously carried, page attached.

8) PERIOD FOR PUBLIC EXPRESSION

9) OTHER BUSINESS

10) DATES OF FUTURE MEETINGS

Tuesday, April 8, 2014	9:00 AM-9:00 PM	Library Vote
Thursday, April 17, 2014	10:00 AM	Regular Board Meeting
Tuesday, May 20, 2014	5:30 PM	Regular Board Meeting

11) ADJOURNMENT

Mrs. Gladding moved to adjourn at 6:58 PM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,



Robert Little
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
March 18, 2014

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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Marissa D'Alonzo	Page/\$8.00 hr.	Youth Services	03/24/14
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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	Permanent PT Library Clerk/ Step 8B	Circulation Services	04/01/14
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**PERSONNEL REPORT
ADDENDUM**

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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>
Diane Smith	Café/\$8.50 hr.	Community Services	03/31/14
Sara Bedell	PT Librarian/Step 5B	Adult Services	04/04/14

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Susan Holden	Librarian I/Step 12B	Youth Services	05/31/14

E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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RESOLUTION TO AMEND
THE NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
403(b) RETIREMENT PLAN

WHEREAS, the Northport-East Northport Public Library ("District") maintains the Northport-East Northport Public Library 403(b) Retirement Plan ("Plan"); and

WHEREAS, the Plan was duly adopted on the 18th day of December, 2008 by the Library Board of Trustees ("Board"); and

WHEREAS, the Board desires to restate and amend the Plan as regards section 6.6, Roth 403(b) Contributions;

NOW, THEREFORE, BE IT RESOLVED that section 6.6 Roth 403(b) Contributions of the Plan is hereby restated and amended to read as follows:

6.6 Roth 403(b) Contributions

ROTH contributions shall be allowed under the Plan. The rules of §1.401(k)-1(f)(1) and for designated Roth contributions under a qualified cash or deferred arrangement shall apply to designated Roth contributions under the Plan. Thus, a designated Roth contribution under the Plan is a section 403(b) elective deferral that is designated irrevocably by the Employee at the time of the cash or deferred election as a designated Roth contribution being made in lieu of all or a portion of the section 403(b) elective deferrals the Employee is otherwise eligible to make under the Plan. A designated Roth contribution shall be treated by the Employer as includible in the Employee's gross income at the time the Employee would have received the amount in cash if the Employee had not made the cash or deferred election (such as by treating the contributions as wages subject to applicable withholding requirements); The Plan will allocate Roth contributions to a separate Account which shall be maintained in accordance with Treasury Regulation §1.401(k)-1(f)(2). Gains, losses, and other credits and charges shall be separately allocated on a reasonable and consistent basis to each Participant's Roth contribution Account and the Participant's other Accounts under the Plan.

A designated Roth contribution under the Plan must satisfy the requirements applicable to section 403(b) elective deferrals under the Plan and the requirements of §1.403(b)-6(d). Similarly, a designated Roth account under the Plan is subject to the rules of Code sections 401(a)(9)(A) and (B) and §1.403(b)-6(e). Notwithstanding section 6.1 [the eligible rollover provision], a direct rollover of a distribution from a Roth Account under the Plan will only be made to another qualified Roth contribution program described in Code section 402A or a Roth IRA described in Code section 408A, the Plan will only accept a rollover contribution to a Roth Account if it is a direct rollover from another qualified contribution program described in Code section 402A, and the Plan will only make or accept a rollover if the rollover is permitted under the rules of Code section 402(c).

IN WITNESS WHEREOF, the District has caused this Resolution and Amendment to be adopted this 17th day of April, 2014.

Northport-East Northport Public Library

By: 