

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of April 17, 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, April 17, 2014.

1) CALL TO ORDER

Chairperson Patricia Flynn called the meeting to order at 10:10 AM. Also attending were Robert Little, Elizabeth McGrail, Andrea Gladding, Margaret Hartough, 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

Mr. Little moved to approve the minutes of March 18, 2014 with changes, seconded by Mrs. Gladding and unanimously carried.

4) FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of warrants

Mrs. McGrail moved to approve warrant for \$ 354,815.90, page 3927, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$ 121,538.87, page 3928, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$ 190,740.37, page 3929, seconded by Mrs. McGrail and unanimously carried.

PAYROLL REGISTER

March 28, 2014	Page 2102	\$ 185,885.24
April 11, 2014	Page 2103	186,830.00

B. Review of monthly expenditures

C. Review of statistical summary

D. Payroll Audit

5) ACCEPTANCE OF RESULTS OF LIBRARY BUDGET VOTE AND ELECTION OF TRUSTEE

Mr. Little moved to approve the results of the Library Budget Vote and re-election of Trustee Patricia Flynn, seconded by Mrs. Gladding and unanimously carried.

I, CLAIRE J. SARSER, Clerk of the Special District Meeting of Northport-East Northport Public Library held on April 8, 2014, do hereby CERTIFY the following returns on the voting on the proposed Library Budget 2014/2015 and to elect one Library Trustee for a term of five years.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

PROPOSITION NO. 1:
PROPOSED LIBRARY BUDGET
 \$9,850,100

LIBRARY TRUSTEE
 PATRICIA FLYNN - 459

YES
 425

NO
 105

OTHER – Write In - 1

TOTAL VOTES CAST BUDGET - 530

TOTAL VOTES CAST TRUSTEE - 460

Claire J. Sarser, Clerk of the Special District Meeting

6) PERSONNEL REPORT

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

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

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

PERSONNEL REPORT ADDENDUM

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

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

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

7) COMMUNICATIONS

8) AMENDMENT TO 403B RETIREMENT PLAN

Mrs. Hartough moved to approve the amendment to 403b retirement plan, seconded by Mr. Little and unanimously carried, page attached.

9) 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 library vote resulted in the passing of the 2014/2015 budget and re-election of Trustee Patricia Flynn. An analysis of the public library votes in Suffolk County has revealed that our library obtained a better-than-average acceptance ratio, the largest number of affirmative votes and the largest voter turnout even when compared to districts with much larger populations.

A centennial donation letter has been sent to our vendors requesting support for our celebration based on our many years as a dedicated customer. One donor has agreed to fully sponsor a "trolley" to provide a historical perspective of our community and connect us to our own past by providing transportation to the library's first home, the Carnegie building located on Main Street.

A staff development workshop on customer service has been scheduled for May. Collaborative efforts by the libraries in the Town of Huntington have made this presentation by a nationally-recognized speaker, Steve Wishnack, possible.

Adult Services – Fifty-one patrons participated in the Winter Reading Club of which one lucky member won two theatre tickets that were generously donated by the Engeman Theatre. A second member won a signed Adriana Trigiani book and a five dollar gift certificate to the Library Café.

Currently on display in the Northport reference display case are picture postcards of our town from the library's local history collection.

Buildings and Grounds - The restroom doors located on the main floor of the East Northport Library have been retrofitted with manually-operated "occupied" locks. This upgrade eliminates the need for keys which have been misplaced in the past.

The driving rains have created a recurring roof leak in the East Northport Café and caused an old skylight leak to reappear in the East Northport Youth Services office.

The bodywork to repair the library van has been completed. It has been determined that it would be more practical not to restore the library decals based on our plans to replace the van.

Two of the three heat exchangers developed stress cracks and needed replacement at East Northport demonstrating an increased need in facility repairs as the buildings age.

Circulation – The non-fiction print collection has been shifted in Northport to create an aisle dedicated to our growing Blu-ray DVD collection.

Community Services – The Friends of the Library have purchased a membership to the New York Historical Society Museum and Library which has been added to our collection of circulating museum passes.

The Bard and the Busker: A History of Ireland through Music performance was enjoyed by 70 patrons. Our Sunday Family Special featured the Shinnecock Wikun Village Dance Troop at which 60 patrons sang and danced along with the performers.

Network and Systems – The installation of the new phone hardware is complete. As we learned the functionality of the new phone system it quickly became apparent that the 12-button phone needed to be expanded to 24 buttons to accommodate multiple calls between the buildings without impacting the capacity to receive external calls. More functions can also be assigned to the dedicated buttons. The upgrade was made seamlessly by our staff.

Youth Services – The library participated in the Northport High School's Multicultural Night by promoting the Children's and Educators' Collections, magazines, playaways, and storytime backpacks which all contain multicultural content.

Attendance has once again declined at our annual Neighborhood Nursery School Night. This trend supports the nursery school administrator's theory that parents prefer to obtain information about the school programs via electronic means rather than face-to-face.

10) PERIOD FOR PUBLIC EXPRESSION

11) OTHER BUSINESS

12) DATE OF NEXT LIBRARY BOARD MEETINGS;

Tuesday, May 20, 2014 - 5:30 PM - Regular Board Meeting

Thursday, June 19, 2014 - 10:00 AM - Regular Board Meeting

Thursday, July 17, 2014 - 10:00 AM - Annual Reorganizational Meeting

11:00 AM - Regular Board Meeting

12:00 Noon - Staff Recognition Ceremony and Luncheon

13) ADJOURNMENT

Mr. Little moved to adjourn the meeting at 11:57 AM, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Little', written over a horizontal line.

Robert Little
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
April 17, 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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Kathleen Gross	Café Worker/\$8.50 hr	Community Svcs	04/23/14
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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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Kevin Darrell	Page/\$8.00 hr	Circulation – NPT	03/25/14
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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

Samantha Gross	PT Librarian Trainee/Entry	Adult Services	04/21/14
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Request for Leave of Absence

John Souto	Café Worker	Community Services	05/01/14 – 05/21/14
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**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
April 17, 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>
Jeffrey Poeira	Security Guard/\$17.49 hr.	Security	04/21/14

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Victor Nicotra	Security Guard/\$18.39 hr.	Security	04/16/14

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>
Promotion Michelle Epstein	Librarian IV	Administration	04/28/14