

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING JULY 21, 2016

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, July 21, 2016.

I. CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:35am. Also present were Jacqueline Elsas, Georganne White, Andrea Gladding, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney

II. THE PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Gladding moved to approve the Agenda, seconded by Mrs. Hartough and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Hartough moved to approve the minutes of June 16, 2016, seconded by Mrs. Elsas and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$184,565.67, page 4040, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$26,646.90, page 4041, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$175,385.24, page 4042, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$192,596.35, page 4043, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$219,106.01, page 4044, seconded by Ms. White and unanimously carried.

B. PAYROLL REGISTER

Ms. White moved to approve payroll of \$184,435.83, page 2160, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve payroll of \$180,292.51, page 2161, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$185,623.37, page 2162, seconded by Mrs. Elsas and unanimously carried.

C. Review of monthly expenditures

D. Review of statistical summary

VII. COMMUNICATIONS

Mrs. McGrail read a letter from staff member Elizabeth O'Connor.

VIII. DIRECTOR'S REPORT

Administration

The August newsletter will again have the calendar printed separately. We plan to continue this format to provide additional space for highlighting different services and collections each month. The calendar that is printed in-house is easier to read and may be printed and updated throughout the month as needed.

Emergency Fire Plans have been updated and distributed in red binders to all departments.

The library has subscribed to a download service entitled hoopla providing movies, television shows, music, audiobooks, ebooks and graphic novels on a pay-per-use model.

Buildings and Grounds

The water heater serving the lower level restrooms and staff lounge in Northport has sprung a leak and a replacement unit is awaiting installation.

The Japanese Dappled Nishiki Willow Tree planted in honor of Eileen Minogue's service to the community has been replaced. The new specimen is struggling to become acclimated and we are monitoring its progress. The red maple at the corner of Laurel and Scudder has had the lower limbs removed to provide better visibility at the intersection.

The colorized patina on the Library Bear has been restored bringing this treasured local landmark back to its original grandeur.

Network & Systems

A new library card printer has been purchased to replace the aging unit that was creating permanent streaks on freshly printed cards. The new printer will be easier to maintain and will utilize the existing software. This software, which was created in-house, will provide a savings of approximately \$4,000 in upfront software and configuration costs.

The Museum Cove projector stopped working and based on its predicted useful life a new unit was ordered and installed in its place.

Circulation

The 2015/16 Military Coupon Book campaign has concluded with 79 booklets distributed this year.

An increase in check outs and the issuing of new library cards this month is attributed to a successful start to summer reading clubs for all age groups.

Community Services

A second Health Insurance Information, Counseling and Assistance Program (HICAP) representative has been secured. This will enable us to provide the same free counseling, assistance, and advocacy on Medicare and private health insurance at the East Northport building that has been available for years at the Northport building.

The Art Talk with the Town of Huntington's Harbormaster Art Group brought 134 fellow art lovers into the library to share their varied levels, mediums, and styles of art.

A trainer from our newsletter printer met with members of Community Services to answer questions about graphic design and share tips 'n tricks to use in the design software package. This service, as well as the telephone consultations, are available at no additional charge.

Adult and Teen Services

The Beach Bag Books service has been very popular this summer with 466 books being distributed to patrons at the three town beaches in our district. The success of this program has inspired our neighboring libraries to implement this service so that all Huntington Town beaches will now be included.

The career program How to Get a Civil Service Job was attended by 100 patrons. Based on the audience interest another session has already been scheduled for October.

Our first appearance this year at the Northport Farmers Market drew 102 patrons to the library tent.

Children and Family Services

The Children and Family Services staff packed their suitcases full of new books and traveled to all six elementary schools in the district to get students interested in joining the upcoming Summer Reading Club. Through PowerPoint presentations, games, promotional materials, and booktalks, over 2,000 children learned about the library's programs, collections, and services.

Storytimes will be provided each week to the district's preschool summer program at Pulaski Road School and classes from the Extended School Year Services for Students with Disabilities will be visiting the Northport building weekly.

A successful start to the Summer Reading Club program has resulted in over 800 children enrolling as of June 30.

A drive-in movie was held in the library after children fabricated cardboard cars out of boxes to sit in as they watched Turbo on the big screen.

The heat of the summer has inspired patrons to camp out at the library. This has become most evident in the Museum Cove where a tent, lantern, inflatable boat, barbeque grill, and campfire are inviting imaginative play for children of all ages.

IX. PERSONNEL REPORT

Mrs. Elsas moved to approve "A. Salary Increase" in the personnel report, seconded by Ms. White and unanimously carried.

Ms. White moved to approve "B. New Employee" in the personnel report, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding 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. Elsas and unanimously carried.

X. OTHER BUSINESS

Mr. Olney shared with the board news of a grant-in-aid in the amount of \$35,000 from our New York Senators Carl Marcellino and John Flanagan.

XI. DATES OF FUTURE MEETINGS

Thursday, August 15, 2016	10:00am	Financial Only
Thursday, September 18, 2016	10:00am	Regular Board Meeting

XII. Motion to convene in Executive Session to discuss staff contract
No motion required

XII. ADJOURNMENT

Mrs. Gladding moved to adjourn the Regular Meeting at 12:12pm, seconded by Mrs. Hartough and unanimously carried.

Respectfully submitted,



Margaret Hartough
Secretary



Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313
www.nenpl.org

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, July 21, 2016**, following the Reorganizational Meeting in the Board Conference Room. The Staff Recognition Ceremony will be in the Community Room following the meeting.

A G E N D A

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meeting - (Motion required)
- VI. Financial Secretary & Treasurer's Report
 - A. Approval of warrants (Motion required)
 - B. Acceptance of payroll registers (Motion required)
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Other Business
- XI. Date of next library board meetings:
Thursday, August 18, 2016, 10:00 AM – Financial Only
Thursday, September 18, 2016, 10:00 AM – Regular Board Meeting
- XII. Motion to convene in Executive Session to discuss staff contract.
- XIII. Adjournment

PERSONNEL REPORT
Approval of the Following Personnel Matters
July 21, 2016

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Charles Bravo	Security Guard/\$ 18.29 hr.	Security	07/11/16
Vincent Catalano	Security Guard/\$ 20.59 hr.	Security	07/11/16
James Grillo	Security Guard/\$ 20.09 hr.	Security	07/11/16
Robert Norwood	Security Guard/\$ 19.59 hr.	Security	07/11/16
Ralph Pellegrino	Security Guard/\$ 20.59 hr.	Security	07/11/16
Efrain Pena	Security Guard/\$ 18.69 hr.	Security	07/11/16
Peter Perotti	Security Guard/\$ 18.69 hr.	Security	07/11/16
Jeffrey Poeira	Security Guard/\$ 18.29 hr.	Security	07/11/16
Salvatore Rapisardi	Security Guard/\$ 23.61 hr.	Security	07/11/16
Charles Sentowski	Security Guard/\$ 21.90 hr.	Security	07/11/16
Luigi Suriano	Security Guard/\$ 20.59 hr.	Security	07/11/16
Michelle DeNunzio	Café Worker/\$ 9.75 hr.	Community Services	07/11/16
Denise DeSousa	Café Worker/\$ 9.75 hr.	Community Services	07/11/16
Florence Gorman	Café Worker/\$ 12.75 hr.	Community Services	07/11/16
Kathleen Kelly	Café Worker/\$ 9.75 hr.	Community Services	07/11/16
Jill Krahel	Café Worker/\$ 12.25 hr.	Community Services	07/11/16
Barbara Minogue	Café Worker/\$ 9.75 hr.	Community Services	07/11/16
John Souto	Café Worker/\$ 13.50 hr.	Community Services	07/11/16
Josephine Amorim	Page/\$ 9.20 hr.	Children & Family Svc – EN	07/11/16
Kyle Byrne	Page/\$ 9.20 hr.	Circulation – EN	07/11/16
Nina Callahan	Page/\$ 9.20 hr.	Circulation – NPT	07/11/16
Grace Campbell	Page/\$ 9.20 hr.	Adult & Teen Services	07/11/16
Christine Condon	Page/\$ 9.20 hr.	Children & Family Svc – EN	07/11/16
Carolyn Cooney	Page/\$ 9.20 hr.	Circulation – EN	07/11/16
Ryan Dillon	Page/\$ 9.20 hr.	Circulation – NPT	07/11/16
Aidan Dwyer	Page/\$ 9.20 hr.	Circulation – NPT	07/11/16
Amy Guethlein	Page/\$ 9.20 hr.	Children & Family Svc – EN	07/11/16
Dori-Jo Gutierrez	Page/\$ 9.20 hr.	Children & Family Svc – NPT	07/11/16
Brian Lambert	Page/\$ 9.25 hr.	Circulation – EN	07/11/16
Michelle MacDonald	Page/\$ 9.20 hr.	Circulation – NPT	07/11/16
Casey Macolino	Page/\$ 9.20 hr.	Adult & Teen Services	07/11/16
Samuel Maritato	Page/\$ 9.20 hr.	Children & Family Svc – NPT	07/11/16
Joseph Monroy	Page/\$ 9.20 hr.	Circulation – NPT	07/11/16
Mary Ann Morrisroe	Page/\$ 12.30 hr.	Circulation – EN	07/11/16
Colleen Murphy	Page/\$ 9.20 hr.	Children & Family Svc – NPT	07/11/16
Lisa Olivieri	Page/\$ 10.30 hr.	Children & Family Svc – NPT	07/11/16
Kathleen Ritchel	Page/\$ 9.20 hr.	Children & Family Svc – EN	07/11/16
Sophia Rizzo	Page/\$ 9.20 hr.	Adult & Teen Services	07/11/16
Andrew Roniger	Page/\$ 9.20 hr.	Circulation – EN	07/11/16
Cassandra Roux	Page/\$ 9.20 hr.	Circulation – EN	07/11/16
Jillian Ruder	Page/\$ 9.20 hr.	Children & Family Svc – NPT	07/11/16
Emily Sherman	Page/\$ 9.20 hr.	Circulation – NPT	07/11/16
Sophie Testa	Page/\$ 9.20 hr.	Children & Family Svc – NPT	07/11/16

IX. Personnel Report

A. Salary Increase (continued)

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Matthew Washburn	Page/\$ 9.20 hr.	Children & Family Svc – EN	07/11/16
Patricia Welsh	Page/\$ 11.55 hr.	Circulation – EN	07/11/16

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Delaney Hermann	Page/\$ 9.00 hr.	Children & Family – EN	07/25/16
Kennedy Moeller	Page/\$ 9.00 hr.	Children & Family – EN	07/25/16
Jennifer Smith	Page/\$ 9.00 hr.	Children & Family – EN	07/25/16
Brenna Engelhardt	Page/\$ 9.00 hr.	Circulation – NPT	08/05/16
Caleigh Byrne	Page/\$ 9.00 hr.	Circulation – NPT	08/15/16
Patrick Gibbons	Page/\$ 9.00 hr.	Children & Family – NPT	08/15/16
Viktoriya Zhivkova	Page/\$ 9.00 hr.	Circulation – NPT	08/15/16

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Colin Connors	Page/\$ 9.00 hr.	Children & Family – EN	06/29/16* *revised
Max Martuscello	Page/\$ 9.00 hr.	Circulation – NPT	07/12/16
Kathleen Ritchel	Page/\$ 9.20 hr.	Children & Family – EN	07/20/16
Matthew Washburn	Page/\$ 9.20 hr.	Children & Family – EN	07/20/16
Ryan Dillon	Page/\$ 9.20 hr.	Circulation – NPT	07/27/16
Michelle MacDonald	Page/\$ 9.20 hr.	Circulation – NPT	07/28/16
Nina Callahan	Page/\$ 9.20 hr.	Circulation – NPT	07/30/16
Colleen Murphy	Page/\$ 9.20 hr.	Children & Family – NPT	08/12/16
Kyle Byrne	Page/\$ 9.20 hr.	Circulation – EN	08/20/16
Aidan Dwyer	Page/\$ 9.20 hr.	Circulation – NPT	09/02/16

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 Leave of Absence			
Elizabeth O'Connor	Clerk/Step 20+6	Tech Services	07/05/16 – 01/05/17
Samuel Maritato	Page/\$ 9.20 hr.	Children & Family – N	07/16/16 – 07/30/16
Cassandra Roux	Page/\$ 9.20 hr.	Circulation – EN	08/16/16 – 08/26/16

Report approved by Board of Trustees

Margaret Hartough
Secretary

**LIBRARY BOARD MEETING
JULY 21, 2016**

ACCOUNTS PAYABLE

4040 6/15/16	\$184,565.67	One Hundred Eighty Four Thousand Five Hundred Sixty Five Dollars & Sixty Seven Cents
4041 6/30/16	\$26,646.90	Twenty Six Thousand Six Hundred Forty Six Dollars & Ninety Cents
4042 6/29/16	\$175,385.24	One Hundred Seventy Five Thousand Three Hundred Eighty Five Dollars & Twenty Four Cents
4043 7/13/16	\$192,596.35	One Hundred Ninety Two Thousand Five Hundred Ninety Six Hundred Dollars & Thirty Five Cents
4044 7/21/16	\$219,106.01	Two Hundred Nineteen Thousand One Hundred Six Dollars & One Cent
PAYROLL REGISTER		
2160 6/17/16	\$184,435.83	One Hundred Eighty Four Thousand Four Hundred Thirty Five Dollars & Eighty Three Cents
2161 7/1/16	\$180,292.51	One Hundred Eighty Thousand Two Hundred Ninety Two Dollars & Fifty One Cents
2162 7/15/16	\$185,623.37	One Hundred Eighty Five Thousand Six Hundred Twenty Three Dollars & Thirty Seven Cents