

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING NOVEMBER 17, 2016

The regular monthly meeting of the Board of Trustee of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, November 17, 2016.

I. CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:12am. Also present were Jacqueline Elsas, Georganne White, Andrea Gladding, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending

III. ADOPTION OF THE AGENDA

Mrs. Elsas moved to approve the agenda, seconded by Ms. White and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Ms. White moved to approve the minutes of October 20, 2016, as amended, seconded by Mrs. Gladding and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Gladding moved to approve warrant for \$182,454.79, page 4054, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$257,345.68, page 4055, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$783,444.15, page 4056, seconded by Ms. White and unanimously carried.

B. Payroll Register

Ms. White moved to approve payroll of \$181,803.68, page 2169, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve payroll of \$181,085.80, page 2170, seconded by Mrs. Hartough and unanimously carried.

C. Review of monthly expenditures

D. Review of statistical summary

VII. COMMUNICATIONS

VIII. DIRECTOR'S REPORT

Administration

Our annual Workplace Violence Prevention Training was fulfilled this year by inviting the Family Service League to present services they offer to community members facing challenges. These vital services have provided support to those in desperate need, possibly preventing them from resorting to dangerous or violent measures.

The Suffolk Cooperative Library System hosted Deputy Inspector Michael Romagnoli, Commander of the Homeland Security and Criminal Intelligence Bureau from the Suffolk County Police Department, to present an active shooter response training. A similar, but less threatening, presentation to our staff was provided by officers of the Northport Police Department in 2013.

A vehicular accident in the Northport parking lot has affected the structural integrity of the retaining wall and emergency egress staircase. Our architect and representatives from two structural engineer firms are evaluating the damage and preparing recommendations.

Buildings and Grounds

The parking lot lighting closest to the East Northport building has been upgraded to LED fixtures to provide more lighting at reduced energy consumption.

New fixtures featuring LED lighting have been installed in the courtyard. They now match the new fixtures installed at the entrance to the pedestrian bridge.

A cracked window in the lobby of the East Northport building, as well as the storefront door glass in the rental unit, have been replaced.

The window sill in the gallery has been replaced with woodgrain laminate to match the material recently installed in other areas. Two reading room tables in Northport have been refinished as we begin our furniture refreshing project.

Network & Systems

The Northport community room media rack has been updated to include a new media switch, video and audio inputs, and storage drawers. An updated projector was also installed which provides both a brighter and sharper image. Art educator Mary Vahey, who was one of the first presenters to use the projector, immediately remarked on the improvement in the color rendition of her art projected onto the screen.

Circulation

An increase in circulation from last month is being attributed to the enjoyment children get from the holiday book collection. Meanwhile, adults were spending their time expanding their horizons by checking out items from the Civil Service and Test Book Collections.

Thanks to an article in our newsletter, we distributed 26 Military Coupon Booklets, an all-time record for one month.

Community Services

Our candy collection initiative to benefit *Operation Gratitude* has been an overwhelming success. Teen volunteers sorted and boxed the donated candy, tooth brushes, dental floss, and toothpaste to be shipped.

Sheri Miller interpreted classic performances by Johnny Cash, Patsy Cline, Judy Garland, The Beatles, and others to an audience of 65 patrons.

A program by Psychic Medium Winter Brook explained various ways mediums connect with those who have passed. Many of the 57 participants were personally moved.

Adult and Teen Services

The library programs, *Let's Talk*, *Quick Reads*, and *Practice Makes Perfect* are providing opportunities for meaningful discussion to a dedicated following. Librarians met with 20 English as a Second Language (ESL) students at the Northport High School to provide information on library card applications, the foreign language print collection, and online library resources.

Celebrating the twenty-fifth season, the *Speaking of Writing Distinguished Teen Author Visit* brought more than 200 middle school students to the library to learn about Eliot Schrefer's research and writing process. His experiences with the bonobo apes of the Congo added a realistic element to his fictional work.

Children and Family Services

Halloween in the Children's Room is always festive. Our Children and Family Services staff joined in the fun by donning children's book-themed costumes. Halloween-centered story times and a traditional costume parade were enjoyed by 124 participants and countless more spectators.

Our Newbery Club hosted Newbery Award contender Lauren Wolk who was astounded and flattered by the insightful questions and comments from the 49 patrons in attendance. Lauren said she had never been in a room with so many children that had read her book.

The Library Courtyard was transformed into a barnyard during our *Meet the Farm Animals* program. Cornell Cooperative educators provided 116 children an opportunity to pet goats, pigs, chickens, ducks, and rabbits.

IX. PERSONNEL REPORT

Mrs. Elsas moved to approve the personnel report which had no changes, seconded by Ms. White and unanimously carried.

X. NON-CONTACT STAFF SALARIES

Ms. White moved to approve Non-Contract staff salaries, seconded by Mrs. Gladding and unanimously carried.

XI. SCLS PROPOSED 2017 BUDGET

Mrs. Gladding move to approve SCLS proposed 2017 budget, seconded by Mrs. Hartough and unanimously carried.

XII. ELECTION OF SCLS BOARD OF TRUSTEES REPRESENTATIVE FOR THE TOWN OF HUNTINGTON

Ballots were distributed to the Board to vote for SCLS Trustee representing the libraries in the Town of Huntington.

XIII. OTHER BUSINESS

Mr. Olney informed the Board that the Northport-East Northport Library once again has been awarded a national Four-Star rating.

XIV. DATES OF FUTURE MEETINGS

Thursday, December 15, 2016, 10am - Regular Meeting

Thursday, January 19, 2017, 10am - Regular Meeting

XV. CONVENE IN EXECUTIVE SESSION

Mrs. Elsas moved to convene in Executive Session to discuss staff contract, seconded by Ms. White and unanimously carried. Mrs. Elsas moved to come out of Executive Session, seconded by Ms. White and unanimously carried.

XVI. ADJOURNEMENT

Mrs. Elsas moved to adjourn the regular meeting at 12:18pm, seconded by Ms. White and unanimously carried.

Respectfully Submitted,



Margaret Hartough



Northport-East Northport Public Library

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Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, November 17, 2016, 10:00 AM** in the Board Conference Room.

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. Non-Contract Staff Salaries (Motion required)
- XI. SCLS Proposed 2017 Budget (Motion required)
- XII. Election of SCLS Board of Trustees Representative for the Town of Huntington
- XIII. Other Business
- XIV. Date of next library board meetings:
Thursday, December 15, 2016, 10:00 AM – Regular Meeting
Thursday, January 19, 2017, 10:00 AM – Regular Meeting
- XV. Motion to convene in Executive Session to discuss staff contract
- XVI. Adjournment

**LIBRARY BOARD MEETING
NOVEMBER 17, 2016**

ACCOUNTS PAYABLE

4054 10/18/16	\$ 182,454.79	One Hundred Eighty Two Thousand, Four Hundred Fifty Four Dollars, & Seventy Nine Cents
4055 11/2/16	\$ 257,345.68	Two Hundred Fifty Seven Thousand, Three Hundred Forty Five Dollars, & Sixty Eight Cents
4056 11/17/16	\$ 783,444.15	Seven Hundred Eighty Three Thousand, Four Hundred Forty Four Dollars, & Fifteen Cents

PAYROLL REGISTER

2169 10/21/16	\$ 181,803.68	One Hundred Eighty One Thousand, Eight Hundred Three Dollars, & Sixty Eight Cents
2170 11/4/16	\$ 181,085.80	One Hundred Eighty One Thousand, Eighty Five Dollars, & Eighty Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
November 17, 2016

No personnel changes to report

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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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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Report approved by Board of Trustees


Secretary

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
NON-CONTRACT STAFF SALARIES**

Starting/Minimum Hourly Salary and Salary Cap

<u>Job Title</u>	<u>Effective 12/31/16</u>	<u>Effective 12/31/17</u>	<u>Effective 12/31/18</u>	<u>Effective 12/31/19</u>	<u>Effective 12/31/20</u>	<u>Effective 12/31/21</u>	<u>Merit Amount</u>
Café Worker	10.50	11.50	12.50	13.50	14.50	15.50	0.25
Cafe Cap	15.00	15.00	15.00	15.00	15.50	16.50	
Page	10.00	11.00	12.00	13.00	14.00	15.00	0.20
Page Cap	13.00	13.50	14.00	14.50	15.00	16.00	
Security	17.49	17.90	18.30	18.70	19.10	19.50	0.40

Effective 12/31/16:

Pages whose salaries would be below the minimum hourly salary will receive an increase in December to reach the minimum hourly salary with no merit increase in July.

Pages whose salaries are above minimum hourly salary in December will continue to receive a merit increase in July until they reach their cap.

Café Workers whose salaries would be below the minimum hourly salary will receive an increase in December to reach the minimum hourly salary with no merit increase in July.

Café Workers whose salaries are above minimum hourly salary in December will continue to receive a merit increase in July until they reach their cap.

Security Guards hired before January 1, are eligible for a merit increase in July. Those hired after January 1 are eligible for a merit increase the following July.

Pages will receive a differential rate of \$4.00 per hour over present salary for time worked on Sundays and Holidays.

Café Workers, Cashiers, and Security Guards will receive a differential of \$6.00 per hour over present salary for time worked on Sundays and Holidays.

Eligible Café Workers and Security staff will receive three paid holidays; July 4, Thanksgiving, and Christmas. To be eligible, a staff member must have worked a minimum of ten days during the two months preceding the paid holiday.