

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING JANUARY 19, 2017

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, January 19, 2017.

I. CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 11:21am. 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

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Gladding moved to approve the minutes of December 15, 2016, seconded by Mrs. Hartough and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$187,206.55, page 4060, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$65,521.74, page 4061, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$11,839.08, page 4062, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$7,477.36, page 4063, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$312,132.79, page 4064, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$86,753.84, page 4065, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve warrant for \$191,622.22, page 4066, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$184,779.30, page 2173, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$61,516.37, page 2174, seconded by Mrs. Gladding and unanimously carried.

Mrs. Gladding moved to approve payroll of \$10,946.53, page 2175, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$179,323.98, page 2176, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$7,063.98, page 2177, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of 188,009.02, page 2178, seconded by Mrs. Gladding and unanimously carried.

C. Review of monthly expenditures**D. Review of statistical summary****VII. COMMUNICATIONS****VIII. DIRECTORS REPORT****Administration**

Department Heads were reminded to keep a watchful eye on the condition both inside and outside the building during inclement weather. Some winter storms are very icy while others accumulate snow quickly. Please note outside conditions as well as slippery floors that might result from patron foot traffic. All building safety concerns should be reported to administration, the librarian in charge, and a member of the Buildings and Grounds Department.

A memo was distributed to the staff stating that reimbursements for conference registrations will be capped at early-bird/member rates when available. Staff will not be reimbursed for the premium imposed to onsite registrants.

The Northport Library Courtyard has been enhanced with an additional retaining wall located adjacent to the Laurel Avenue sidewalk. This wall provides erosion control in the area of the courtyard with the greatest slope as well as additional patron seating.

The four-year carpet replacement project for the East Northport main reading room and stack area has been completed. The Northport Teen Room has also be re-carpeted with a contrasting color of the durable Café carpeting. Attic stock from the Café was also used to re-carpet the Northport Circulation Office. Use of the attic stock alleviates our storage needs while eliminating trip hazards caused by delaminated broadloom carpet.

The DVD cases will no longer be locked in the Children's Room to better utilize the selfcheck stations. Many patrons will supplement their book selections with a DVD requiring them to use the Circulation Services upstairs to unlock their movie and therefore check out all their materials upstairs. Now all items can be checked out downstairs, alleviating peak times at Circulation when Children's programs end, and saving on the additional cost of purchasing locking cases.

Buildings and Grounds

The relocation of the storage facility contents and shelving is almost complete. The shelving from the rental space has been reconfigured and installed in the storage room in the East Northport building. The remaining items will be removed from the rental space by the end of the January so that we may discontinue our monthly lease.

Network & Systems

Raspberry Pi computers have been purchased to support promotional displays at the library. These compact computers are small enough to fit into the palm of your hand. They use very little electricity and can be configured for less than \$50.

Circulation

The school break during the holidays was a boost to library visits as well as returns. Almost 2,600 items were returned on the Tuesday following the Christmas holiday.

A new auto renewal function will allow patrons to set their library card record to renew any items that are due soon as long as there are no holds on the item and the maximum renewals on an item have not been reached. Patrons will receive a message that the item was renewed, similar to the message that previously was sent to remind patrons to renew.

Community Services

Recently, several outside groups reserved the meeting rooms but did not follow the room use guidelines. One group was extremely loud and rowdy and had to be spoken to several times during the course of the meeting. Another had items taped to the walls and ceilings, left red dye stains on the carpet, and glitter was everywhere. A new checklist of questions has been created

to ask groups when they are booking the meeting room to remind patrons of what constitutes appropriate use.

A bus trip on May 15 to the Bartow-Pell Mansion and lunch on City Island followed by a visit to the City Island Nautical Museum will be the first trip using a new tour company. Tickets will be available beginning February 4.

The Art Talk for Creative Art Studios "*Chickadees*" exhibit brought 80 patrons into the Northport gallery.

An afternoon of horn music with *Hornucopia* featuring a French horn quartet from the Huntington area was enjoyed by 89 patrons.

A review of the value of Café coupons to both patrons and cost-of-goods has led to some revisions. Coupons will now be more uniform in their value towards merchandise purchased.

Adult and Teen Services

A book cart display commemorating the 75th anniversary of Pearl Harbor as well as a holiday themed *Seasons Readings* were featured in December.

The Teen Advisory Board completed their annual *Little Shelter Gift Bag* program for which volunteers design holiday cards, decorate gift bags, and fill them with small toys and treats for both cats and dogs.

Children and Family Services

Noon Year's Eve was celebrated by 62 patrons donned in hats and festive neckwear as they tossed streamers and tooted horns during the video countdown to the stroke of noon.

The *Coding and Robotics* program was very well received. Participants had fun learning to code *Ozobots* to run on tracks that they drew themselves. Parents were invited at the end of the program so the children could demonstrate what they learned. Every child asked their parent for an *Ozobot* for Christmas and many left with new coding and computer programming books from the library's collection.

Science Tellers presented *Dragons and Dreams* to 59 excited patrons. The audience was wowed by the fog and ice special effects that accentuated the dragon adventure.

IX. PERSONNEL REPORT

Mrs. Gladding moved to approve "C. Resignations" in the personnel report, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve "D. Retirement" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve "E. Other" in the personnel report addendum, seconded by Ms. White and unanimously carried.

X. APPROVE TO PRESENT PROPOSEED LIBRARY BUDGET

Mrs. Hartough moved to approve to present proposed Library Budget 2017/2018 to the Community on April 4, 2017, seconded by Mrs. Elsas and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney informed the board of a workshop to be held at the System for Board Members.
Mr. Only spoke of patrons who have left donations to the Library in their wills.

XII. DATES OF FUTURE MEETINGS

Thursday, February 16, 2017 10:00am-Regular Meeting

Tuesday March 21, 2017 5:30pm-Regular Meeting

Tuesday March 21, 2017 7:30pm-Public Information Meeting

XIII. ADJOURNMENT

Mrs. Elsas moved to adjourn the regular meeting at 12:50pm, seconded by Ms. White and unanimously carried.

Respectfully Submitted



Margaret Hartough

Secretary



Northport-East Northport Public Library

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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, January 19, 2017, at 11:00 AM** in the Board Conference Room.

AGENDA

- 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. Approval to present proposed Library Budget 2017/2018 to the Community on April 4, 2017.
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, February 16, 2017, 10:00 AM – Regular Meeting
Tuesday, March 21, 2017, 5:30 PM – Regular Meeting
Tuesday, March 21, 2017, 7:30 PM – Public Information Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING
JANUARY 19, 2017**

ACCOUNTS PAYABLE

4060 12/14/16	\$ 187,206.55	One Hundred Eighty Seven Thousand, Two Hundred Six Dollars, & Fifty Five Cents
4061 12/16/16	\$ 65,521.74	Sixty Five Thousand, Five Hundred Twenty One Dollars, & Seventy Four Cents
4062 12/19/16	\$ 11,839.08	Eleven Thousand, Eight Hundred Thirty Nine Dollars, & Eight Cents
4063 12/22/16	\$ 7,477.36	Seven Thousand, Four Hundred Seventy Seven Dollars, & Thirty Six Cents
4064 12/28/16	\$ 312,132.79	Three Hundred Twelve Thousand, One Hundred Thirty Two Dollars, & Seventy Nine Cents
4065 1/19/17	\$ 86,753.84	Eighty Six Thousand, Seven Hundred Fifty Three Dollars, & Eighty Four Cents
4066 1/11/17	\$ 191,622.22	One Hundred Ninety One Thousand, Six Hundred Twenty Two Dollars, & Twenty Two Cents

**LIBRARY BOARD MEETING
JANUARY 19, 2017**

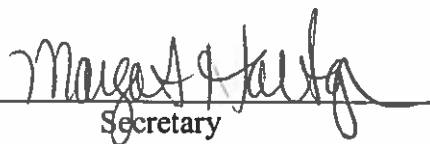
PAYROLL REGISTER

2173 12/16/16	\$ 184,779.30	One Hundred Eighty Four Thousand, Seven Hundred Seventy Nine Dollars, & Thirty Cents
2174 12/16/16	\$ 61,516.37	Sixty One Thousand, Five Hundred Sixteen Dollars, & Thirty Seven Cents
2175 12/19/16	\$ 10,946.53	Ten Thousand, Nine Hundred Forty Six Dollars, & Fifty Three Cents
2176 12/31/16	\$ 179,323.98	One Hundred Seventy Nine Thousand, Three Hundred Twenty Three Dollars, & Ninety Eight Cents
2177 12/31/16	\$ 7,063.98	Seven Thousand, Sixty Three Dollars, & Ninety Eight Cents
2178 1/13/17	\$ 188,009.02	One Hundred Eighty Eight Thousand, Nine Dollars & Two Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
January 19, 2017

A. Salary Increase	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
B. New Employees	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
C. Resignations	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
	Sarah Glassner	Page/\$ 9.00 hr.	Circulation – Npt	12/22/16
D. Retirement	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
	Elizabeth O'Connor	Clerk/Step 20+6	Technical Services	07/05/17
E. Other	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>

Report approved by Board of Trustees


 Secretary

PERSONNEL REPORT
ADDENDUM
Approval of the Following Personnel Matters
January 19, 2017

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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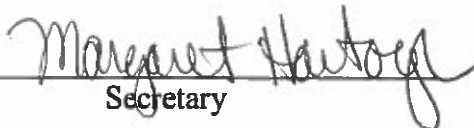
E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Request for Leave of Absence

Patricia Welsh	Page/\$11.55 hr.	Circulation – EN	02/08/17 – 02/20/17
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Report approved by Board of Trustees


Secretary