

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

MEETING MARCH 21, 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 Tuesday, March 21, 2017.

**I. CALL TO ORDER**

Chairperson Elizabeth McGrail called the meeting to order at 5:42pm. Also present were Jacqueline Elsas, Georganne White, Judith Bensimon, 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 February, 16, 2017, as amended, seconded by Mrs. Bensimon and unanimously carried.

**VI. FINANCIAL SECRETARY & TREASURER'S REPORT**

**A. Approval of warrants**

Mrs. Bensimon moved to approve warrant for \$280,244.31, page 4071, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$190,817.81, page 4072, seconded by Mrs. Elsas and unanimously carried.

~~Mrs. Elsas moved to approve warrant for \$250,901.02, page 4073, seconded by Ms. White and unanimously carried.~~

**B. Payroll Register**

Ms. White moved to approve payroll of \$186,711.97, page 2181, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$185,353.62, page 2182, seconded by Mrs. Hartough and unanimously carried.

**C. Review of Monthly Expenditures**

- D. Review of Statistical Summary
- E. Acceptance of New York State Annual Report for Public and Association Libraries-2016  
Mrs. Bensimon moved to accept New York State Annual Report for Public and Association Libraries-2016, seconded by Mrs. Hartough and unanimously carried.

## VII. COMMUNICATIONS

Mrs. McGrail read a letter of resignation from Mrs. Andrea Gladding.

## VIII. DIRECTOR'S REPORT

### Administration

The Governor's Executive Budget cut library funding 4%, despite the assertion that Education funding will increase at least 4%. The New York Library Association sponsored their annual Advocacy Day in Albany and local efforts recruited four full busses of library advocates from Long Island to meet with representatives in Albany. Our advocacy efforts have been heard by ~~both houses resulting in not only restorations of the Governor's cuts but increases to both State~~ Library Aid and State Library Construction Aid in the Senate and Assembly budget bills.

### Buildings and Grounds

The Northport building duct cleaning project has been completed by Better Air. The product took about ~~three weeks and was performed primarily on weekday evenings, after the building~~ was closed. The seven HVAC air handlers, condensers and evaporators were cleaned, sanitized, and coated with an antibacterial paint. All ductwork, registers, and diffusers were also vacuumed and sanitized.

During the evenings, when Better Air was performing their work, a painter repainted the walls of the main floor restrooms, café, periodical area, administrative columns, and lobby.

The Northport lobby and reading room lighting has been upgraded to LED light bulbs. This upgrade resulted in a 40-percent reduction in electrical wattage and a 5-year extension in bulb life.

The fire alarm panel in Northport has been reporting a trouble signal on an increasing regularity. When the trouble signal is detected the enunciator panels in the building emit a high-pitched alarm and the monitoring company initiates a call to designated staff. Service has determined that the problem stems from an intermittent grounding problem somewhere in the building. Usually the grounding problem needs to become more constant to determine the exact location

to make the repair.

### **Network & Systems**

An additional security camera was installed on the mezzanine of the East Northport building to cover the three new study rooms. A new design which utilizes four remote lenses connected to a single camera provides a subtle yet cost-effective solution for oversight into these small, semi-remote spaces.

A new webcam has been installed in the Northport Community room and the existing lapel and hand-held microphones have been connected to the computer in the room. This combination will allow for video chats with remote presenters using services like Skype and Google Hangouts.

### **Circulation**

The Suffolk Cooperative Library System recently introduced an automatic renewal feature which has been problematic. As with many newly-developed software features we had the foresight to implement a soft roll-out. This means a feature is made available for patrons to test but it is not promoted until the software has been proven reliable.

The shrinking periodical collection has been shifted in the Northport building to provide an area for the Teen Collection to grow. Teen paperbacks and text books have now joined the teen periodicals along the wall adjacent to the entrance of the Teen Room.

### **Community Services**

The *Asian American Cultural Circle of Unity*, sponsored by the *Northport Arts Coalition*, helped 44 patrons celebrate the Chinese holidays and the Year of the Rooster. This program featured festive folk songs and dances as well as New Year riddles and prizes.

Twenty-eight patrons travelled back in time during *Journey into Pompeii*. Patrons were transported to the ancient city of Pompeii as it was 2,000 years ago. This program exploited a whole new way to sightsee using virtual reality headsets. This immersive blend of history with the latest technology created a truly eye-opening experience.

Cold Spring Harbor Firehouse Museum pass has been added to our collection which now offers patrons 25 different museum experiences.

### **Adult and Teen Services**

A new program entitled the *Next Chapter Book Club* provides a rewarding learning experience for adults with developmental disabilities supported by a trained literacy specialist from Literacy

Nassau. This forum provides a relaxed community setting for participants to form friendships through reading and talking about books.

More than 85 patrons attended the Northport showing of *Sully*. Following the showing, patrons were very interested in learning more by reading the Chesley Sullenberger biography, *Sully*.

#### **Children and Family Services**

The Northport Children's Room was transformed into a miniature golf course. With assistance from teen volunteers, 104 patrons putted their way through literary links, testing their skills at holes such as: *Charlotte's Web*, *The Little Engine that Could*, and *Over the Rainbow*.

In order to utilize the mass quantities of coffee filters donated by a Library Café supplier, a *Snow Flurry Friends* craft was designed as a take-home craft for the winter break. Two-hundred "Friends" found homes throughout the community helping to alleviate some storage congestion.

The Library celebrated the 50<sup>th</sup> Anniversary of *Brown Bear, Brown Bear, What Do You See?* by creating a story walk. The walk formed a scavenger hunt where patrons were encouraged to find the eleven characters from the classic picture book hidden throughout the Children's Room.

The Head of Children and Family Services conducted, for the second time, a storytime in Center Court at the Walt Whitman Mall. This program stemmed from the successful Snoopy library card promotion organized by the public libraries in the Town of Huntington. This month was our turn to again provide an interactive storytime. Thirty-three shoppers enjoyed the scarf dances, maracas, and oversized picture books.

#### **IX. PERSONNEL REPORT**

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

#### **X. OTHER BUSINESS**

#### **XI. DATES OF FUTURE MEETINGS**

Tuesday April 4, 2017 9:00am-9:00pm-Library Vote  
Thursday April 20, 2017 10:00am- Regular Meeting  
Thursday May 18, 2017 10:00am-Regular Meeting

XII. ADJOURNMENT

Ms. White moved to adjourn the regular meeting at 6:55pm, seconded by Mrs. Bensimon and unanimously carried.

Respectfully submitted,



Margaret Hartough  
Secretary



# Northport-East Northport Public Library

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[www.nenpl.org](http://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 **Tuesday, March 21, 2017, at 5:30 PM** in the Board Conference Room. The Public Information Night will follow in the Museum Cove at 7:30 PM.

## 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
  - E. Acceptance of New York State Annual Report for Public and Association Libraries – 2016 (Motion required)
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Other Business
- XI. Date of next library board meetings:  
Tuesday, April 4, 2017, 9:00 AM – 9:00 PM – Library Vote  
Thursday, April 20, 2017, 10:00 AM – Regular Meeting  
Thursday, May 18, 2017 – Regular Meeting
- XII. Adjournment

**LIBRARY BOARD MEETING  
MARCH 21, 2017**

**ACCOUNTS PAYABLE**

<b>4071 2/22/17</b>	<b>\$ 280,244.31</b>	<b>Two Hundred Eighty Thousand, Two Hundred Forty Four Dollars, &amp; Thirty One Cents</b>
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<b>4072 3/8/17</b>	<b>\$ 190,817.81</b>	<b>One Hundred Ninety Thousand, Eight Hundred Seventeen Dollars, &amp; Eighty One Cents</b>
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<b>4073 3/21/17</b>	<b>\$ 250,901.02</b>	<b>Two Hundred Fifty Thousand, Nine Hundred One Dollars, &amp; Two Cents</b>
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**PAYROLL REGISTER**

<b>2181 2/24/17</b>	<b>\$ 186,711.97</b>	<b>One Hundred Eighty Six Thousand, Seven Hundred Eleven Dollars, &amp; Ninety Seven Cents</b>
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<b>2182 3/10/17</b>	<b>\$ 185,353.62</b>	<b>One Hundred Eighty Five Thousand, Three Hundred Fifty Three Dollars, &amp; Sixty Two Cents</b>
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**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
March 21, 2017

A. Salary Increase			
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
B. New Employees			
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
C. Resignations			
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Josiah Otoo-Mensah	Page/\$ 10.00 hr.	Circulation – Npt	03/31/17
D. Retirement			
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
E. Other			
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>

Report approved by Board of Trustees

  
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 Secretary