

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JANUARY 18, 2024

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 18, 2024.

I. CALL TO ORDER

President Carolyn McQuade called the meeting to order at 10:07am. Also present were Margaret Hartough, Jacqueline Elsas, Michelle Glennon, Lisa Herskowitz, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Hartough moved to approve the agenda, seconded by Mrs. Glennon and unanimously carried.

IV. OATH OF OFFICE.

Library Attorney Andrew Martingale administered the Oath of Office to Trustee Lisa Herskowitz.

V. PERIOD FOR PUBLIC EXPRESSION

Mrs. Glennon shared with the Board questions asked by a patron.

VI. MINUTES OF PREVIOUS MEETING

Mrs. Glennon moved to approve minutes of Regular Board meeting of December 21, 2023, seconded by Mrs. Elsas and unanimously carried.

VII. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$203,705.52, page 4351, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$193,479.19, page 4352, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$76,565.40, page 4353, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$69,056.47, page 4354, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Mrs. Hartough moved to approve payroll of \$200,067.40, page 2373, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$195,417.44, page 2374, seconded by Mrs. Herskowitz and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VIII. COMMUNICATIONS

No Communications to Report

IX. DIRECTOR'S REPORT

Administration

Preparations are being made with our *Clerk of the Vote* to use paper ballots for the 2024 library vote due to the black-out days set by the *Board of Elections* following New York State's national primaries.

The library has renewed and expanded its subscription to KnowBe4, an online security awareness and training tool for staff, to include compliance, risk and workplace safety training modules.

Adult and Teen Services

The cardinal's vibrant plumage provides a stark contrast to wintery landscape and helps to bring attention to this year's Adult Winter Reading Club. Look for cardinals throughout the library as well as on literature promoting the reading club.

A University of Minnesota researcher provided enthusiastic feedback about the scope and quality of our Kerouac collection and the professional assistance he received from our staff. He noted the unique items in the collection – several manuscripts which are not available anywhere else, including the Kerouac repositories at NYPL and Emory University.

A Winter Blood Drive held at the East Northport building had 58 donors participate.

Buildings and Grounds

The annual fire inspections of both buildings have been completed by New York State.

The automatic doors at the interior entrance of the East Northport building have been repaired.

LED lighting upgrades to the staff workroom and staff lounge in Northport were completed.

Children and Family Services

The *Graphic Novel Club* met to discuss *Star Nights* by Kay Davault. This story follows Tad the frog who is determined to out-hop his mud-dweller fate and pursue his dream of being a knight. Following the program the author commented on our *Graphic Novel Club's* social media post.

The library's *Noon Years' Eve Party* celebrated New Year's Eve with a countdown to noon. Games, crafts, music, and a bubble wrap stomp helped 102 participants welcome the beginning of a New Year.

Community Services

Vocalist, songwriter, and band leader Rhonda Denét performed *From Jazz to Soul: The Holiday Edition* to 68 delighted patrons. Arrangements of seasonal and holiday favorites from the 1920s through the 1970s inspired the audience to give thanks, embrace winter, and celebrate all that this joyous season brings.

Savvy Sightseer Jeanne Schnupp took 31 patrons on a tour of some of the best Christmas markets in Europe—all centered on the theme of the holidays, but each in a different style. Patrons traveled to Valkenburg, Netherlands; Aachen, Germany; Liège, Belgium; and Kings Cross in London, England without leaving the library.

Presenters from *ReWild Long Island* presented a program entitled *Leave the Leaves* to 31 patrons. They explained why leaves are important in our ecosystem, what they do for gardens and how to stay safe from ticks and mosquitoes.

Customer Service and Materials Management

Seventy-eight new library cards were issued this month to residents of the community.

Network and Systems

The server that runs the security camera system in the Northport building failed. A temporary solution was devised by our Network and Systems Department Head to keep the system functioning while the company providing service awaits a replacement for the faulty part.

Our website domain (nenpl) has been renewed for another 9 years.

X. PERSONNEL REPORT

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

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

XI. REVISION OF BY-LAWS

Mrs. Elsas moved to approve revisions to by-laws, (see attached) as amended, seconded by Mrs. Hartough and unanimously carried.

XII. OTHER BUSINESS**RESCHEDULE OF BOARD MEETING**

Mrs. Hartough moved to approve reschedule of Board meeting for Thursday, February 15, 2024 to Thursday, February 22, 2024, seconded by Mrs. Glennon and unanimously carried.

XIII. SCHEDULE OF 2024 BOARD MEETING (Draft Calendar)

| | | |
|------------------------------|---------|-----------------------|
| Thursday, August 22, 2024 | 10:00am | Regular Board Meeting |
| Thursday, September 19, 2024 | 10:00am | Regular Board Meeting |
| Thursday, October 24, 2024 | 10:00am | Regular Board Meeting |
| Thursday, November 21, 2024 | 10:00am | Regular Board Meeting |
| Thursday, December 19, 2024 | 10:00am | Regular Board Meeting |

Mrs. Glennon moved to approve schedule of 2024 Board Meetings, seconded by Mrs. Herskowitz and unanimously carried.

XIV. FUTURE MEETINGS

| | | |
|-----------------------------|---------|----------------------------|
| Thursday, February 22, 2024 | 10:00am | Regular Board Meeting |
| Thursday, March 14, 2024 | 10:00am | Regular Board Meeting |
| Tuesday, April 2, 2024 | 7:30pm | Public Information Meeting |

XV. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 11:43am, seconded by Mrs. Hartough and unanimously carried.

Respectfully Submitted,



Michelle Glennon
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, January 18, 2024, at 10:00 AM** in the Board Conference Room.

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Oath of Office: Andrew Martingale to Lisa Herskowitz, Trustee
- V. Period for Public Expression
- VI. Minutes of previous meeting (Motion required)
- VII. 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
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Revision of By-Laws (Motion required)
- XII. Other Business
Reschedule Board Meeting for Thurs., Feb. 15 to Thurs., Feb. 22 (Motion required)
- XIII. Schedule of 2024 Board Meetings (Draft Calendar) (Motion required)

| | |
|------------------------------|----------|
| Thursday, August 22, 2024 | 10:00 AM |
| Thursday, September 19, 2024 | 10:00 AM |
| Thursday, October 24, 2024 | 10:00 AM |
| Thursday, November 21, 2024 | 10:00 AM |
| Thursday, December 19, 2024 | 10:00 AM |
- XIV. Date of next library board meetings:
Thursday, February 22, 2024, 10:00 AM – Regular Meeting

PERSONNEL REPORT

Approval of the Following Personnel Matters
January 18, 2024

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> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

| | | | |
|-----------------|-------------------------|--------------------|----------|
| Sophia LoCascio | Café Worker/\$16.50 hr. | Community Services | 12/31/23 |
| Rachel Volkerts | Page/\$15.80 hr. | Adult & Teen Svcs | 07/18/23 |

D. Retirement

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

E. Other

| <u>Name</u> | <u>Position</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|-----------------|-------------------|-----------------------|
|-------------|-----------------|-------------------|-----------------------|

Request for Leave of Absence

| | | | |
|-------------------|------|-------------------|-------------------|
| Harrison Hood | Page | Adult & Teen Svcs | 02/03/24-02/11/24 |
| Emanuele Randazzo | Page | Adult & Teen Svcs | 02/06/24-02/16/24 |

Report approved by Board of Trustees


Secretary

**LIBRARY BOARD MEETING
JANUARY 18, 2024**

ACCOUNTS PAYABLE

| | | |
|------------------|--------------|--|
| 4351 12/20/23 | \$203,705.52 | Two Hundred & Three Thousand Seven Hundred and Five Dollars & Fifty Two Cents |
| 4352 1/18/24 | \$193,479.19 | One Hundred & Ninety Three Thousand Four Hundred and Seventy Nine Dollars & Nineteen Cents |
| 4353 1/12/24 | \$ 76,565.40 | Seventy Six Thousand Five Hundred and Sixty Five Dollars & Forty Cents |
| 4354 1/18/24 | \$69,056.47 | Sixty Nine Thousand Fifty Six Dollars & Forty Seven Cents |

PAYROLL REGISTER

| | | |
|------------------|--------------|--|
| 2373 12/22/23 | \$200,067.40 | Two Hundred Thousand and Sixty Seven Dollars & Forty Cents |
| 2374 1/5/24 | \$195,417.44 | One Hundred & Ninety Five Thousand Four Hundred & Seventeen Dollars & Forty Four Cents |



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BY-LAWS

ARTICLE I MISSION STATEMENT

The Northport-East Northport Public Library exists to inform, educate and culturally enrich the residents of all ages of the district through the selection, organization, promotion and dissemination of all forms of expression.

ARTICLE II PREAMBLE

1. The Northport-East Northport Public Library is a New York State School District Library, duly incorporated and chartered by the New York State Education Department. First chartered on June 25, 1914 by the Regents of the State of New York, the Library District serves the Northport-East Northport community, with the Library District boundaries being contiguous with that of the Northport-East Northport Union Free School District.
2. The Library currently has two locations: (1) 151 Laurel Avenue, Northport NY 11768, and (2) 185 Larkfield Road, East Northport, NY 11731. The Library maintains library service to all residents of the Library District, subject to the rules and regulations of the Library Board of Trustees. Non-resident use of the Library is established by the Board of Trustees pursuant to the Direct Access Regulations of the Commissioner of Education (8 NYCRR 90.3).
3. Any qualified resident of the Library District, who agrees to comply with all Library rules and regulations shall be entitled to Library privileges. Library privileges may be denied to any patron who does not comply Library rules and policy.

ARTICLE III THE BOARD OF TRUSTEES

1. The Library is governed by a five (5) member publicly elected Board of Trustees (the "Board"). In accordance with the provisions of Education Law, each member is elected for a five-year term, with the term of office of one (1) Trustee expiring each year.
2. When a vacancy on the Board occurs, other than by expiration of the Trustee's term of office, the vacancy may be filled by appointment of the Board until the next regular Library election. (Education Law § 226(4)). When multiple seats are up for election, an at-large election process is employed. The candidate with the highest number of votes assumes the longest term,

while the candidate with the second-highest votes takes the second-longest term, and so forth. Candidates elected to vacant/appointed seats commence their term of office immediately upon election, and serve for the balance of the original term. For seats filled due to the expiration of the full term of office, the term of office begins on July 1.

3. The authority of the Board is vested in the Board as an entity.
4. The duties of the Board shall be to adopt such by-laws, rules and regulations for its own guidance and for the governance of the Library, as may be necessary and in conformity with the law, as well as such other powers and duties set forth in Article 5 of the Education Law.
5. Trustees serve without financial compensation or remuneration. No Trustee may receive payment for goods or services. Trustees may be reimbursed for actual expenses necessarily incurred in performance of official library business.

ARTICLE IV THE LIBRARY DIRECTOR

1. The Board shall hire a Library Director who shall be considered the executive officer and official spokesperson of the Library, and who shall have sole charge of the administration of the Library, under the direction and review of the Board.
2. The Director shall be responsible for, amongst other things: (i) the care of the Library buildings and equipment, (ii) the screening and recommendation of employment, and subsequent direction of Library staff, (iii) the efficiency of the Library's service to the public, (iv) the operation of the Library under the financial conditions set forth in the annual budget, (v) recommending to the Board ways of providing new Library services, and (vi) assisting in the Board's review of relevant Library issues, for the benefit of the community.

ARTICLE V BOARD OFFICERS

1. Officers of the Board shall be nominated and appointed by the Board at the annual reorganization meeting in July, and shall consist of the following appointments: President, Vice-President, Secretary, and Financial Secretary. At the annual reorganization meeting, the Board shall also appoint a Library Treasurer who is empowered to sign all checks approved by the Board, or its designated official(s).
2. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all Board committees, and generally perform all duties associated with that office.
3. The Vice-President shall, in the event of the absence or disability of the President, or of a vacancy in that office, assume and perform the duties and functions of the President.

4. The Secretary shall keep the record of the proceedings of the Board, issue notice of all meetings, and perform other such duties as may properly be associated with that office. With Board approval, the Secretary may be empowered to hire a clerk to assist in these duties.

5. The Financial Secretary shall be responsible for the codification of all authorized expenditures.

ARTICLE VI MEETINGS

1. With the assistance of the Library Director, the Board shall develop an annual proposed budget, which shall be presented by the President to the taxpayers of the District. Subject to the requirements of the Education Law, any increase in the Library's annual tax levy shall be subject to Library voter approval at an annual meeting held between March 1 and July 1, the exact date to be set by the Board of Trustees.

2. Regular meetings shall be held by the Board each month. The dates and times of regular Board meetings shall be set by the Board at its annual reorganization meeting in July.

3. The order of business for regular meeting shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances permit:

- a. Approval of agenda
- b. Disposition of minutes of previous meeting and any intervening special meeting
- c. Questions and petitions from the public
- d. Financial Secretary and Treasurer's Report of the Library
- e. Communications
- f. Committee Reports
- g. Old Business
- h. New Business
- i. Adjournment

4. Special Board meetings may be called by the President, or Secretary, or at the call of any three members of the Board, for the transaction of business.

5. A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person.

6. The conduct of Board meetings shall be governed by these By-Laws, the State Open Meetings Law, and State Education Law, where applicable. When a question of parliamentary procedure arises that is not resolved by reference to these authorities, the Board shall consult Robert's Rules of Order.

ARTICLE VII
BOARD COMMITTEES

1. The President shall appoint Committees of one or more Trustees each for such specific purposes as the business of the Board may require from time to time.
2. Committees shall have only advisory powers, unless, by suitable action of the Board, the Committee is granted specific power to act.

ARTICLE VIII
AMENDMENTS

1. These By-Laws may be amended by a majority vote of the Board at any regular meeting, provided notice of the proposed amendment, and the language thereof, has been given at the last preceding regular meeting.