

NORTHPORT EAST-NORTHPORT PUBLIC LIBRARY

MEETING MARCH 27, 2018

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 27, 2018.

I. CALL TO ORDER

Chairperson Jacqueline Elsas called the meeting to order at 5:35pm. Also present were Margaret Hartough, Georganne White, Judith Bensimon, Elizabeth Mc Grail, 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. Bensimon and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Ms. White moved to approve minutes of February 15, 2018, 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 \$291,377.27, page 4115, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$180,204.17, page 4116, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$226,621.86, page 4117, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$295,617.70, page 4118, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$189,684.55, page 2209, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve payroll of \$190,630.20, page 2210, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$192,188.24, page 2211, seconded by Mrs. Bensimon 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-2017  
Mrs. Hartough moved to accept New York State Annual Report for Public and Association Libraries-2017, seconded by Ms. White and unanimously carried.

VII. COMMUNICATIONS  
No communications to report

VII. DIRECTOR'S REPORT

**Administration**

The outcome of many meetings with school district personnel has resulted in the installation of a lighting fixture to provide illumination in the area of the school parking lot directly across from the library.

Administration met with Clifford Lent, Suffolk County Police Detective from the Homeland Security and Criminal Intelligence Bureau, to arrange for Active Shooter seminars for the library staff. A walk-through was also performed to provide a risk assessment of the library building.

The library's annual payroll audit is currently being performed. Every staff member is required to sign for their paycheck. This also provides an opportunity for staff to review their emergency contact information to ensure it is up-to-date.

Our payroll company has developed new software with many enhancements that are not available in the version we currently use. We will be upgrading the backend over the next few months with plans to implement selected enhancements in the months to follow.

The Advocacy Day appointments in Albany were successful in that the New York State Legislature has proposed a "one house" budget with a historic increase of \$50 million in Library Construction Aid in addition to a restoration of the Governor's \$4 million proposed cut to Library Aid.

**Buildings and Grounds**

The tutorial room in the Northport building is being remodeled to make it more inviting for small groups. Unused shelving and equipment have been removed to allow for a larger table and additional seating.

**Network and Systems**

While soliciting updated pricing from our vendors to complete e-rate filings, we were able to triple the WiFi bandwidth while maintaining existing pricing levels.

Verizon is replacing all remaining copper phone lines with fiber which will impact the library's payphones, alarm dialers (fire and burglar), and elevator. The conversion process has begun with major setbacks developing relating to the payphones.

### **Circulation**

The American Museum of Natural History discount vouchers are selling well with 69 sold of the 100 purchased. Now that spring has arrived, the New York Botanical Garden and Long Island Aquarium discount vouchers will soon be available for purchase.

The popularity of the library borrowing bags have necessitated the addition of 48 more into the collection.

### **Community Services**

In addition to the many and varied programs sponsored by the library, the library hosts numerous outside community organizations. Individuals and organizations that have booked the community rooms in just this past year include: Boy Scouts, Cub Scouts, Girl Scouts, Daisies, Smocking Guild, Friday Night Knitting Group, Quilters, Dress a Girl, League for Animal Protection of Huntington, Northport Rotary, property and homeowners associations, Northport Buddy Club and other disability advocacy groups, political groups, local politicians, Sierra Club, foreign cultural groups, theatre groups, sports organizations (including baseball, soccer, lacrosse, basketball, football and cheer, rowing and tennis), yacht clubs, travel groups, school yearbook committees, PTAs, and district teachers (both active and retired).

The presentation on *Raising Backyard Chickens* provided 32 homeowner's with the information needed to get started including chicken breeds and behavior, housing and weather concerns, equipment, nutrition, disease prevention, and town ordinances. A few feathery friends were in attendance to provide a lively experience.

Husband and wife duo Vincent and Emily Ricciardi of *That's Amore!* performed some of the most famous love duets and ballads. This cozy show for Valentine's Day warmed the hearts of 35 patrons.

Singer/songwriter Drew Velting performed a wide-ranging selection of Bob Dylan's early compositions along with songs by other folk singers who profoundly influenced and inspired Dylan's work for a Fireside Friday audience of 35 patrons.

Three new museum passes are being added to the collection: Old Bethpage Village Restoration, Children's Museum of Manhattan, and the American Airpower Museum.

### **Adult and Teen Services**

A *Citizenship Drive*, arranged by Literacy Nassau County, through a grant from New York State Office for New Americans, provided a lawyer and several counselors to assist patrons through this complex process.

The *Blind Date with a Book* promotion introduced patrons to the mystery of checking out a wrapped book based on a tag line attached to the book.

**Children and Family Services**

An *Instrument Petting Zoo* provided 39 patrons with the opportunity to listen to the orchestral students from Stony Brook University perform and even touch and try out the instruments themselves.

*Library Mini Golf* was a big hit again this year with 70 golfers teeing off at our literary-themed 15-hole course.

This year's *Bookmark Contest* had 150 applicants competing to be one of twelve selected artists to have their bookmark reproduced and published in *The Library* newsletter.

IX. PERSONNEL REPORT

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

Ms. White moved to approve "C. Resignations" in the personnel report, seconded by Mrs. Bensimon and unanimously carried.

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

Mrs. McGrail moved to approve "B. New Employees" in the personnel report addendum seconded by Ms. White and unanimously carried.

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

X. SEXUAL AND OTHER FORMS OF HARASSMENT POLICY

Mrs. Bensimon moved to approve Sexual and Other Forms of Harassment Policy, seconded by Mrs. McGrail and unanimously carried. (see attached)

XI. OTHER BUSINESS

Mr. Olney spoke about the Library Trustee Association Workshop to be held on April 28, 2018.

XII. DATES OF FUTURE MEETINGS

|                          |               |                                    |
|--------------------------|---------------|------------------------------------|
| Tuesday, April 10, 2018  | 9:00am-9:00pm | Library Vote & Election of Trustee |
| Thursday, April 19, 2018 | 10:00am       | Regular Meeting                    |

XIII. ADJOURNMENT

Mrs. McGrail moved to adjourn meeting at 7:15pm, seconded by Mrs. Hartough and unanimously carried.

Respectfully submitted,



Judith Bensimon  
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 **Tuesday, March 27, 2018, at 5:30 PM** in the Board Conference Room. The Public Information Night will follow in the Museum Cove at 7:30 PM.

## 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
  - E. Acceptance of New York State Annual Report for Public and Association Libraries – 2017 (Motion required)
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Sexual and Other Forms of Harassment Policy (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:  
Tuesday, April 10, 2018, 9:00 AM – 9:00 PM – Library Vote & Election of Trustee  
Thursday, April 19, 2018, 10:00 AM – Regular Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING  
MARCH 27, 2018**

**ACCOUNTS PAYABLE**

|                         |                      |   |
|-------------------------|----------------------|---|
| <b>4115<br/>2/21/18</b> | <b>\$ 291,377.27</b> | <b>Two Hundred Ninety One Thousand,<br/>Three Hundred Seventy Seven Dollars,<br/>&amp; Twenty Seven Cents</b> |
| <b>4116<br/>3/7/18</b>  | <b>\$ 180,204.17</b> | <b>One Hundred Eighty Thousand,<br/>Two Hundred Four Dollars,<br/>&amp; Seventeen Cents</b>                   |
| <b>4117<br/>3/27/18</b> | <b>\$ 226,621.86</b> | <b>Two Hundred Twenty Six Thousand,<br/>Six Hundred Twenty One Dollars,<br/>&amp; Eighty Six Cents</b>        |
| <b>4118<br/>3/21/18</b> | <b>\$ 295,617.70</b> | <b>Two Hundred Ninety Five Thousand,<br/>Six Hundred Seventeen Dollars,<br/>&amp; Seventy Cents</b>           |

**PAYROLL REGISTER**

|                         |                      |   |
|-------------------------|----------------------|---|
| <b>2209<br/>2/23/18</b> | <b>\$ 189,684.55</b> | <b>One Hundred Eighty Nine Thousand,<br/>Six Hundred Eighty Four Dollars,<br/>&amp; Fifty Five Cents</b>  |
| <b>2210<br/>3/9/18</b>  | <b>\$ 190,630.20</b> | <b>One Hundred Ninety Thousand,<br/>Six Hundred Thirty Dollars,<br/>&amp; Twenty Cents</b>                |
| <b>2211<br/>3/23/18</b> | <b>\$ 192,188.24</b> | <b>One Hundred Ninety Two Thousand,<br/>One Hundred Eighty Eight Dollars,<br/>&amp; Twenty Four Cents</b> |

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
March 27, 2018

**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> |
|--------------------|----------------------------------|-------------------------|-----------------------|
| Olivia Paquet      | Page/\$11.00 hr.                 | Children & Family – EN  | 03/29/18              |
| Jennifer Steffann  | Page/\$11.00 hr.                 | Children & Family – Npt | 04/02/18              |
| Katherine Loughlin | Page/\$11.00 hr.                 | Circulation – Npt       | 04/05/18              |

**C. Resignations**

| <u>Name</u>      | <u>Position &amp; Grade/Step</u> | <u>Department</u>     | <u>Effective Date</u> |
|------------------|----------------------------------|-----------------------|-----------------------|
| Marissa Macolino | Page/\$11.00 hr.                 | Adult & Teen Services | 02/17/18              |
| William Jones    | Security Guard/\$17.90 hr.       | Security              | 03/11/18              |
| Trever Koulermos | Page/\$11.00 hr.                 | Circulation – Npt     | 03/16/18              |

**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> |
|------------------|--|-----------------------|-----------------------|
| <b>Promotion</b> |  |                       |                       |
| James Garvey     | Librarian I*/Step 3<br>*presently PT Librarian | Adult & Teen Services | 04/16/18              |

**Request for Leave of Absence**

|                    |                        |                       |                     |
|--------------------|------------------------|-----------------------|---------------------|
| E. Renee Capitanio | PT Librarian I/Step 16 | Adult & Teen Services | 08/23/18 – 09/17/18 |
|--------------------|------------------------|-----------------------|---------------------|

Report approved by Board of Trustees

  
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 Secretary



**PERSONNEL REPORT  
ADDENDUM**  
Approval of the Following Personnel Matters  
March 27, 2018

**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> |
|---------------------|----------------------------------|-----------------------|-----------------------|
| Jennifer DellaMarco | Page/\$11.00 hr.                 | Adult & Teen Services | 03/27/18              |

**C. Resignations**

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

**D. Retirement**

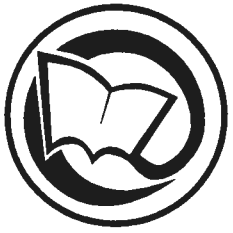
| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

**E. Other**

| <u>Name</u>  | <u>Position &amp; Grade/Step</u> | <u>Department</u>     | <u>Effective Date</u>                                   |
|--|----------------------------------|-----------------------|---|
| <b>Change of Request for Leave of Absence</b><br>Leslie Reyman | PT Librarian I/Step 1            | Adult & Teen Services | 04/01/18 – 05/20/18*<br>*previously 04/01/18 – 05/31/18 |

Report approved by Board of Trustees

  
Secretary



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## **SEXUAL AND OTHER FORMS OF HARASSMENT POLICY**

The Library does not and will not tolerate harassment of or by our employees or patrons. This is to maintain an environment where employees and patrons are treated with respect and are not subject to harassment, intimidation, or exploitation.

Harassment may include verbal or physical conduct which denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, sexual orientation, disability or veteran status and/or that creates an intimidating, hostile or offensive environment for an employee or patron. It may include verbal comments or physical acts, as well as the display of written or graphic material.

Sexual harassment specifically includes any form of harassment of a sexual nature, whether physical or verbal. This includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is made a condition of employment, is used to affect employment decisions, or has the purpose or effect of creating an intimidating, hostile, or offensive working environment for an employee.

Employees who believe that they have been subjected to harassment, or any other form of discrimination, should notify their supervisor immediately. This procedure should be followed regardless of whether the offending individual is a co-employee, supervisor, patron or vendor. If for any reason they feel uncomfortable doing so, or if after doing so, they are not satisfied with the response, they should contact Administration. Anyone who witnesses or learns that someone else has been subjected to harassment should also report the matter immediately to Administration.

The Library prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment, the Library determines that the complaint is not bona fide or that any employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

Complaints under this policy will be investigated promptly and fairly and will be treated confidentially to the extent possible, consistent with the best interests of the Library and the employees involved. All employees involved in the investigation are expected to respect the confidentiality of this information and disclose it to others only on a need-to-know basis. Employees found to have violated appropriate confidentiality are subject to disciplinary action.

All employees at all levels are expected to cooperate in the complaint and investigation procedure in this Policy. Any employee who conceals information or knowingly provides false or misleading information will be subject to disciplinary action.

Employees found to have engaged in any form of prohibited discrimination or harassment will be subject to appropriate discipline.