

NORTHPORT-EAST NORTHORT PUBLIC LIBRARY

MEETING JULY 19, 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 Thursday, July 19, 2018.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:25am. Also present were Jacqueline Elsas, Georganne White, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF AGENDA

Mrs. McGrail 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 minutes of June 21, 2018, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$312,035.15, page 4130, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$199,961.43, page 4131, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas move to approve warrant for \$195,879.88, page 4132, seconded by Ms. White and unanimously carried.

B. Payroll Register

Ms. White moved to approve payroll of \$191,221.33, page 2218, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon move to approve payroll of \$203,397.46, page 2219, seconded by Mrs. McGrail and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

- VII. COMMUNICATIONS
No communications to report
- VIII. DIRECTOR'S REPORT

Administration

The new cleaners are now in their third week and the level of cleanliness of the buildings has noticeably improved. The cleaning company started their contract by assigning a special team to thoroughly clean the building to provide us with a fresh start.

The KnowBe4 *Kevin Mitnick Security Awareness Training* educates staff in the mechanisms of spam, phishing, spear phishing, malware, ransomware and social engineering. This training has been completed by the Department Heads and will now be assigned to the librarians, clerical and custodial staff.

The courtyard concert series began last week with a good beat and many tapping feet. *Sanbori – The Salsa & Latin Jazz Band* sponsored by the *Northport Arts Coalition* played a spicy blend of salsa and Latin Jazz, fueled by a fiery rhythm section, which brought back the great Latin sounds of the 1970s.

Buildings and Grounds

Verizon's service upgrade has rendered our public pay phones inoperable. Subsequently, the phones were removed from the foyer in each of the buildings.

A new watercooler with a filter and bottle-filling option has been installed in the Northport building on the main level. In just the first day of operation sixteen bottles have been "recycled" using the bottle-filling feature.

Network and Systems

New Adult and Teen Services office computers have been installed as part of the library's computer replacement plan. Configuration of these new computers was made easier using a new software product called *SmartDeploy*. Once an image is created containing the software, this product installs all the required drivers which then may be replicated onto multiple computers.

Circulation

The Summer Reading Clubs have helped to increase circulation with the use of the East Northport self-check terminal which is up by greater than 75 percent from the prior month. The summer season has also inspired 117 residents to become new library cardholders.

Community Services

In addition to the 45 museum passes to 31 venues, the Library has added four Empire Passes which provide access to numerous state parks and historic sites.

Judge Joseph Bianco, United States District Court Judge presented *Views from the Bench* to the 25 patrons in attendance. Topics covered included the selection process for federal judges, cases and issues that are litigated in the federal court on Long Island, and challenges facing the criminal justice system.

Professor and art historian, Thomas Germano, presented the *Artwork of Georgia O'Keeffe at the New York Botanical Garden*. Twenty-six patrons enjoyed this discussion of the artist's works, including her little-known depictions of the Hawaiian Islands now on display at the *New York Botanical Garden*.

Seventy-nine patrons attended the Red Hot Mamas tap dance performance which included a repertoire of Broadway hits, old time favorites, and modern popular music.

Hearing screenings were provided by an audiologist from Huntington Hearing for 25 walk-in patrons.

Chef Charlie demonstrated outdoor grilling techniques in the Library Courtyard for 22 patrons. The aroma of grilled tilapia tacos with pineapple salsa, New Orleans barbecue shrimp, and sweet chili wings was enjoyed by even more patrons, particularly those crossing the library's pedestrian bridge.

Adult and Teen Services

The *Family Service League* staffed a drop-in table at the East Northport building. Several representatives spoke with patrons at the table and also visited the Quilter's Group in the Community Room and provided an overview of their services.

Nintendo Switch video game cartridges are now available in the adult media collection for patrons to check out.

Children and Family Services

The school year ended with a total of 116 loans of 369 items through the Special Loan Service For Our Schools (SLSFOS) to the elementary schools in the district.

More than 900 children have already registered for the *Library's Rock!* Summer Reading Club and read more than 1,000 hours.

The first two batches of children's summer program registrations have been successful. Program popularity, combined with ease of on-line registration, has filled some classes within the first 10 minutes. Patrons have been considerate about calling when they need to cancel their attendance. Many children on the waitlist and unregistered children who arrive hoping for a spot were able to attend thanks to the courtesy of patrons' notifications.

IX. PERSONNEL REPORT

Mrs. Elsas 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.

X. RETAINING WALL REPLACEMENT

Mrs. Bensimon moved to approve replacement of the retaining wall, seconded by Mrs. McGrail and unanimously carried. (See Attached)

XI. OTHER BUSINESS

Mr. Olney read a letter from Senator Carl Marcellino stating that the Library would be receiving a check for \$20,000.00 through the Bullet Aid Program. Mr. Olney read a thank you letter from the Retired Senior Volunteers, for computer equipment donated to them.

XII. DATES OF FUTURE MEETING

Thursday	August 16, 2018	10:00am	Regular Board Meeting
Thursday	September 20, 2018	10:00am	Regular Board Meeting

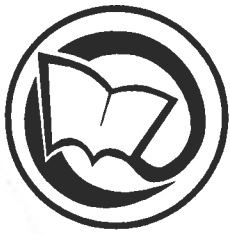
XIII. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 11:40am, seconded by Ms. White and unanimously carried.

Respectfully Submitted,



Judith Bensimon
Secretary



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, July 19, 2018**, following the Reorganizational Meeting in the Board Conference Room. The Staff Recognition Ceremony will be in the Community Room following the meeting.

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. Retaining Wall Replacement (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, August 16, 2018, 10:00 AM – Regular Board Meeting
Thursday, September 20, 2018, 10:00 AM – Regular Board Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING
JULY 19, 2018**

ACCOUNTS PAYABLE

4130 6/27/18	\$ 312,035.15	Three Hundred Twelve Thousand, Thirty Five Dollars, & Fifteen Cents
4131 7/11/18	\$ 199,961.43	One Hundred Ninety Nine Thousand, Nine Hundred Sixty One Dollars, & Forty Three Cents
4132 7/19/18	\$ 195,879.88	One Hundred Ninety Five Thousand, Eight Hundred Seventy Nine Dollars, & Eighty Eight Cents

PAYROLL REGISTER

2218 6/29/18	\$ 191,221.33	One Hundred Ninety One Thousand, Two Hundred Twenty One Dollars, & Thirty Three Cents
2219 7/13/18	\$ 203,397.46	Two Hundred Three Thousand, Three Hundred Ninety Seven Dollars, & Forty Six Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
July 19, 2018

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>
Lisa Frisoli	Page/\$11.00 hr.	Circulation – NPT	08/07/18
Ariana Velazquez	Page/\$11.00 hr.	Circulation – NPT	08/07/18
Linnea Bernard	Page/\$11.00 hr.	Children & Family – EN	08/08/18
Kelly Swierupski	Page/\$11.00 hr.	Children & Family – NPT	08/10/18
Oliver Amorim	Page/\$11.00 hr.	Children & Family – EN	08/13/18
Sophia Oliveri	Page/\$11.00 hr.	Circulation – NPT	08/21/18

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Salvatore Sotille	Guard/\$17.90 hr.	Security	06/15/18
Margo Campbell	Page/\$11.00 hr.	Circulation – NPT	07/31/18
Barbara Johnson	PT Librarian I/Step 20+8	Adult & Teen Services	08/01/18
Caleigh Byrne	Page/\$11.00 hr.	Circulation – NPT	08/03/18
Hunter Chin	Page/\$11.00 hr.	Circulation – NPT	08/07/18
Melanie Schatz	Page/\$11.00 hr.	Children & Family – EN	08/07/18
Jennifer Smith	Page/\$11.00 hr.	Children & Family – EN	08/10/18
Natalie Van Wickler	Page/\$11.00 hr.	Children & Family – NPT	08/06/18

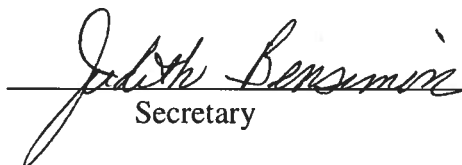
D. Retirement

<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

X. Retaining Wall Replacement (Motion required)

RESOLUTION

Whereas, the Board of Trustees of the Northport-East Northport Public Library recognizes the need to replace the retaining wall and maintain emergency egress at the rear of the Northport Library building (the "Proposed Project"); and

Whereas, the 2017 fiscal audit reflected a designated fund of \$400,000 set aside for Capital Improvements;

Resolved, that the Board of Trustees of the Northport-East Northport Public Library, acting as lead agency, and after review of the Proposed Project, as detailed in the plans of Beatty, Harvey, Coco Architects, LLP, dated 12/19/2017, under the terms of 6 NYCRR - 617.5 and the opinions provided by its architect and counsel hereby determines that the Proposed Project for the Replacement of the existing site retaining wall and egress stair at the existing library at Laurel Avenue, Northport, is a Type II Action pursuant to 6 NYCRR Part - 617.5 (c) (2), (7) and (8) of the implementing regulations of the State Environmental Quality Review Act and will, therefore, by definition, have no significant adverse impact upon the environment.

Further Resolved, that the Board of Trustees of the Northport-East Northport Public Library approves expenditures for the Proposed Project in the amount of \$305,935.38.