

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OCTOBER 17, 2019

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, October 17, 2019.

I. CALL TO ORDER

Chairperson Georganne White called the meeting to order at 10:04am. Also present were Margaret Hartough, Jacqueline Elsas, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf, Director James Olney and Toni Wu of Bayside CPA PLLC, library accountant.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE REVISED AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Elsas moved to approve minutes of September 19, 2019, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Discussion and Acceptance of Auditor's Report on Examination.

After presentation and discussion of the Auditor's Report Mrs. Bensimon moved to approve the Auditor's Report, seconded by Mrs. McGrail and unanimously carried.

B. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$202,555.27, page 4181, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$204,151.38, page 4182, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$123,503.87, seconded by Mrs. McGrail and unanimously carried.

C. Payroll Register

Mrs. McGrail moved to approve payroll of \$200,838.48, page 2254, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$204,198.18, page 2255, seconded by Mrs. Elsas and unanimously carried.

D. Review of Monthly Expenditures

E. 2018/2019 Audit Allocation of Funds

Mrs. Hartough moved to approve 2018/2019 Audit Allocation of Funds,(see attached) seconded by Mrs. Elsas and unanimously carried.

F. Review of Statistical Summary

VII. COMMUNICATIONS

Ms. White read a letter from Mrs. Michael Glennon in regard to donating her late husband's book collection to the Library.

VIII. DIRECTOR'S REPORT

Administration

On September 17, Winter Brothers, our carter's refuse truck caught on fire causing damage to library property. No one was hurt and the East Northport Fire Department did an amazing job in extinguishing the blaze. The building remained closed for the day while the staff and programs were relocated to Northport. Costs of repairs are being compiled and reimbursement will be requested from the carting company.

Staff was reminded to exit together at the end of their shift. If their departure time does not align with colleagues they should ask security to accompany them.

Anti-sexual harassment training has been completed by all staff. Staff received their individual training online while non-contract staff completed their training in group sessions.

The pilings and temporary retaining wall have been installed so that construction of the permanent wall may now begin. Most patrons have been understanding regarding the inconvenience of the closed parking lot. A few patrons from outside the district complained about the long walk from across the street but their friend, a local resident, noted that the walk from the parking lot to the beach house at Centerport Beach was longer.

Investment in the digital content to meet patron demand for the countywide Live-brary collection will be encountering another challenge, this time from a publisher-imposed library embargo.

Senator Jim Gaughran held a Town Hall focusing on the 2020 budget and legislative session which was attended by over 200 constituents.

Buildings and Grounds

Annual carpet cleaning has been performed. The worn carpeting on the East Northport mezzanine was not cleaned to preserve its limited remaining service life until it is replaced.

The exterior book drops at the Northport building were relocated on Scudder Avenue to distance them from the construction project.

The water heater servicing both main floor restrooms at East Northport needed to be replaced. The leak from the water heater damaged the ceiling and lighting fixtures in one of the restrooms. All necessary repairs are now complete.

Network and Systems

Cordless phones designed to use the library's WiFi network were installed at public service desks for staff to utilize when away from a wired extension.

The air conditioning unit in the server room was not functioning properly and the equipment began to over-heat during the night. Fans were used to lower the temperature until service could be performed.

Circulation

September welcomed 90 new library card holders, 35 more than the previous month.

Following the examples of the adult and children's departments, full-time circulation staff has joined the part-time staff in rotating their shifts between buildings. This will provide more options for staffing coverage and help to unify Northport and East Northport procedures. The two Senior Library Clerks in Circulation are temporarily switching buildings to provide them with additional training and to broaden their experiences.

Community Services

New countertop display refrigerators have been installed in both Cafés to replace the failing more than twenty-year-old units.

Gardening with deer is a challenge for the 57 patrons in attendance. Cornell Community Horticulture Specialist Roxanne Zimmer described the shrubs, annuals, and perennials that deer tend not to eat. Native plant choices were featured as well as other ornamentals. She talked about 'deer candy' that should be avoided as well as physical barriers, and homemade and commercial remedies to deter landscape grazing.

Designer and author Tricia Foley surveyed the five white houses she has lived in on Long Island, ranging in style from a small Cape-style house in Kings Park where she was born to her current home, a 1990's modern barn/house by the sea in Bellport. Known for her simple, classic style, Ms. Foley described the restoration and home design processes with the 28 patrons in attendance.

Adult and Teen Services

The *Community Information Fair* held outside the East Northport building provided 80 attendees an exploration of the many programs and services available from 17 organizations. Representatives from these local and countywide organizations staffed tables around the library to answer questions. Participants enjoyed crafts for the family and a special interactive performance with the *World Beat Groove Project*.

The library staff at the *East Northport Festival* had 79 patrons visit our booth and 121 patrons stopped by the booth on *Cow Harbor Day*. A visit by a therapy dog from our *Paws to Read* program and a giant JENGA game borrowed from the Suffolk Cooperative Library System were very popular.

Teen Librarians visited the Northport Middle School and shared with the 8th grade English classes the resources available using the library website, ebooks, Kanopy, Flipster, and several databases relating to upcoming school assignments.

Children and Family Services

The attendance for the fall sessions of the *Road to Reading* preschool programs have been very well attended with 127 patrons in *Time for Tots*, 131 patrons in *Sing and Play*, and 83 patrons in *1-2-3- Learn with Me*.

Due to changes in the New York State school vaccination requirements, staff have been answering many questions about homeschooling. Collection development is being focused on the Educators' Collection to support these requests.

IX. PERSONNEL REPORT

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

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

X. PROPOSALS FOR TESTING & INSPECTION SERVICES

Mrs. Hartough moved to approve proposal for Testing & Inspection Services,(see attached) seconded by Mrs. Elsas and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney spoke of a Trustee Meeting to be held October 29, 2019 at SCLS.

The Library will be receiving a construction grant of \$150,000.00 from NY State to fix the roof of the Northport Building and \$15,925.00 for heating and air-conditioning in the East-Northport Building.

XII. DATES OF FUTURE MEETINGS

Thursday, November 21, 2019	10:00am	Regular Board Meeting
Thursday, December 19, 2019	10:00am	Regular Board Meeting

XII. ADJOURNMENT

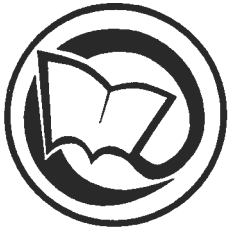
Mrs. Elsas moved to adjourn the meeting at 12:58pm, seconded by Mrs. Bensimon and unanimously carried.

Respectfully Submitted



Judith Bensimon

Secretary



Northport-East Northport Public Library

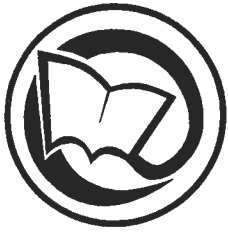
151 Laurel Avenue • Northport, NY 11768 • 631-261-6930
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313
www.nenpl.org

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, October 17, 2019, 10:00 AM** in the Board Conference Room. Toni Wu of Bayside CPA PLLC, library accountant, will be in attendance

REVISED 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. Discussion and acceptance of Auditor's Report on Examination(Motion required)
 - B. Approval of warrants (Motion required)
 - C. Acceptance of payroll registers (Motion required)
 - D. Review of monthly expenditures
 - E. 2018/2019 Audit allocation of funds (Motion required)
 - F. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Proposals for Testing & Inspection Services (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, November 21, 2019, 10:00 AM – Regular Board Meeting
Thursday, December 19, 2019, 10:00 AM – Regular Board Meeting
- XIII. Adjournment



Northport-East Northport Public Library

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LIBRARY BOARD MEETING

OCTOBER 17, 2019

ACCOUNTS PAYABLE

4181 9/18/19	\$202,555.27	Two Hundred and Two Thousand, Five Hundred and Fifty Five Dollars, & Twenty Seven Cents
4182 10/2/19	\$204,151.38	Two Hundred and Four Thousand, One Hundred Fifty One Dollars, & Thirty-Eight Cents
4183 10/17/19	\$123,503.87	One Hundred Twenty Three Thousand Five Hundred and Three Dollars & Eighty-Seven Cents

PAYROLL REGISTER

2254 9/20/19	\$200,838.48	Two Hundred Thousand Eight Hundred Thirty Eight Dollars & Forty Eight Cents
2255 10/4/19	\$204,198.18	Two Hundred and Four Thousand One Hundred and Ninety Eight Dollars & Eighteen Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
October 17, 2019

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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Arianna Cusumano	Café Worker/\$12.50 hr.	Community Services	09/30/19
Leah Isaac	PT Librarian I/Step 1	Adult & Teen Services	10/11/19

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Emily McNamara	Principal Library Clerk/Step 15	Circulation Services	12/29/19
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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

Joyce Bernat	Café Worker/\$15.00 hr.	Community Services	10/18/19 – 11/10/19
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Report approved by Board of Trustees



 Secretary

**PERSONNEL REPORT
ADDENDUM**
Approval of the Following Personnel Matters
October 17, 2019

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>
	Jacob Schmotzer	PT Librarian I/Step 1	Adult & Teen Services	11/04/19
C. Resignations	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
D. Retirement	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
E. Other	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>

Report approved by Board of Trustees


Secretary

VI. Financial Secretary & Treasurer's Report
E. 2018/2019 Audit allocation of funds
(Motions required)

Based on the recommendations from the 2018/2019 audit by Bayside CPA PLLC presented at the October 17, 2019 Board meeting, be it resolved that the Board of Trustees moves to approve that portions of the Unappropriated Fund Balance shall be allocated to the following funds:

- the Designated Fund for Accrued Sick Benefits be increased by \$29,000 to a total of \$520,000 to cover 50% of liability, and
- the Designated Fund for Capital Improvement be increased by \$750,000 to a total of \$1,500,000.



CONSTRUCTION MANAGEMENT
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Established 1919

CALGI CONSTRUCTION COMPANY, INC.
56 Lafayette Avenue, Suite 350
White Plains, New York 10603
TEL: 914-666-9423
FAX: 914-761-2457
E-MAIL: Dchen@calgiconstruction.com
www.calgiconstruction.com

October 14, 2019

Mr. James Olney, Executive Director
Northport Public Library
151 Laurel Avenue
Northport, New York 11761

**RE: Northport Public Library
Retaining Wall Replacement Project
TESTING AND INSPECTIONS SERVICES
Proposers Evaluation & Recommendation
CCC Project # 1904**

Dear Mr. Olney,

As part of our construction management services for Northport Public Library, we have conducted an evaluation of the proposals received for the Testing & Inspection Services. Request for Proposals were sent to fifteen (15) testing and inspection firms and three (3) of them acknowledged receipt of the RFP and two (2) of them submitted proposals. In performing our evaluation, we used assumed units for each testing and inspection line item. The following are the firms and the assumed total cost for the testing and inspection services.

Description	1 Municipal Testing Lab	2 TECTONIC	3 Intertek-MT Group
Assumed Total Cost	\$19,321.00	\$23,630.00	No Bid

Therefore, based on the assumed total cost, we recommend that Northport Public Library accept Municipal Testing Lab's proposal on unit costs for each testing and inspection line item and award a PO accordingly to perform the testing and inspection services.

Should you have any questions concerning our review, please feel free to call.

Very truly yours,
Calgi Construction Management

David Chen
Estimator/Project Manager

cc: Dominic Calgi, CCC



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PROPOSAL TABULATION

Project: Northport Public Library - Retaining Wall Replacement Project
TESTING AND INSPECTION SERVICES SUMMARY & COMPARISON
Client: Northport Public Library
Bid Date: October 11, 2019 @ 5:00 PM

Inspection Services	Municipal Testing Lab	Assumed Unit	Assumed Total Cost	TECTONIC	Assumed Unit	Assumed Total Cost
Soils Inspection:						
• Pre-Excavation Conference	\$594	1	\$594	\$390	1	\$390
• Density & Compaction Testing – each lift of compacted material (subgrade, backfill & trench backfill layer – 1 test per 150ft of trench but no less than 2 tests)						
• Verification & Inspection of Soils (in accordance with the Geotechnical Report)						
- Existing site soil conditions						
- Fill placement						
- Load-bearing capacity						
• Proctor Test for soils, per point	\$75.00	20	\$1,500	\$120.00	20	\$2,400
• Soil Sampling, per pick-up	\$50	3	\$150	\$340	3	\$1,020
• Sieve Analysis (Dry)	\$75	2	\$150	\$90	2	\$180
• Classification & Description of Materials	\$75	2	\$150	\$90	2	\$180
• Technician to inspect:						
- Fill operation (penetrometer test)						
- Perform in place density testing:						
> Half Day (1-4 Hours)	\$327	3	\$980	\$390	3	\$1,170
> Full Day (5-8 Hours)	\$495	1	\$495	\$780	1	\$780
• Professional Engineer to inspect subgrade material:						
> Half Day (1-4 Hours)	\$594	1	\$594	\$640	1	\$640
> Full Day (5-8 Hours)	\$900	1	\$900	\$1,280	1	\$1,280

Inspection Services	Municipal Testing Lab	Assumed Unit	Assumed Total Cost	TECTONIC	Assumed Unit	Assumed Total Cost
Concrete Services:						
<ul style="list-style-type: none"> Plant Inspection – verification of material batch weights and admixture quantities, provide inspection tickets showing all pertinent data 						
> Half Day (1-4 Hours)	\$261	1	\$261	\$250	1	\$250
> Full Day (5-8 Hours)	\$395	1	\$395	\$500	1	\$500
<ul style="list-style-type: none"> Field Inspection – to review plant inspection tickets upon receipt; monitor mixing water to the extent practical; perform tests for slump, air content, unit weight, cast 6"x12" test cylinders and submit daily reports 						
> Half Day (1-4 Hours)	\$261	10	\$2,607	\$320	10	\$3,200
> Full Day (5-8 Hours)	\$395	1	\$395	\$640	1	\$640
<ul style="list-style-type: none"> Cylinder Testing - compression testing of cast cylinders, including mold & tags; Cast 5 cylinders per 50cy of each mix design placed each day (Break 2@7dys, 2@28dys, 1@56dys); Cast 1 additional cylinder in cold weather to be cured onsite under same condition of concrete it represents 						
<ul style="list-style-type: none"> Reports to include date, location of pour, curing temperature & technique, quantity, air temperature, test samples taken & compressive strengths attained 						
> Per Cylinder	\$15	30	\$450	\$16.00	30	\$480
> Pick-up and delivery charge, per trip	\$50	3	\$150	\$110	3	\$330
<ul style="list-style-type: none"> Controlled Inspection – of reinforcement, formwork and concrete placement; 						
> Half Day (1-4 Hours)	\$347	5	\$1,733	\$340	5	\$1,700
> Full Day (5-8 Hours)	\$525	1	\$525	\$680	1	\$680
• Water-Cement Ratio test		No Bid		\$200	1	\$200
Masonry Inspection:						
<ul style="list-style-type: none"> Field Inspection – visual inspection of masonry block, placement, anchors, mortar beds, mortar cubes sampling, in accordance with approved plans and specifications, 						
> Half Day (1-4 Hours)	\$297	2	\$594	\$340	2	\$680
> Full Day (5-8 Hours)	\$450	1	\$450	\$680	1	\$680
<ul style="list-style-type: none"> Mortar/Grout cube testing, including molds and tags; per cube (1 test per 4cy) 	\$10	20	\$200	\$16	20	\$320
<ul style="list-style-type: none"> Pick-up and delivery charge: per pick-up 	\$50	3	\$150	\$110	3	\$330
<ul style="list-style-type: none"> Compression Strength testing of mortar block; per sample 	\$250	2	\$500	\$60	2	\$120
<ul style="list-style-type: none"> Absorption testing; per specimen 	\$125	3	\$375	\$60	3	\$180
<ul style="list-style-type: none"> Unit Strength Method; per sample 	\$250	2	\$500	\$60	2	\$120

Inspection Services	Municipal Testing Lab	Assumed Unit	Assumed Total Cost	TECTONIC	Assumed Unit	Assumed Total Cost
Structural Steel Inspection:						
<ul style="list-style-type: none"> • Shop Inspection - according to project specifications and local code; review fabricator's quality control manuals; visual inspection of connections; verification of cleaning, shop painting and visual inspection of welding and bolting, including material certificates & reports. 						
➢ Per Inspection	\$650	1	\$650	\$980	1	\$980
<ul style="list-style-type: none"> • Field Inspection - inspection of structural steel erection for conformance with the approved shop drawings. 						
➢ Half Day (1-4 Hours)	\$429	3	\$1,287	\$420	3	\$1,260
➢ Full Day (5-8 Hours)	\$650	1	\$650	\$840	1	\$840
<ul style="list-style-type: none"> • Field Inspection -- visual inspection and testing of bolted connections (10% of all bolted connections and 100% of slip critical connections for bolt tightness), visual inspection of welding and decking, including reports 						
➢ Half Day (1-4 Hours)	\$429	3	\$1,287	\$420	3	\$1,260
➢ Full Day (5-8 Hours)	\$650	1	\$650	\$840	1	\$840
	Municipal Testing Lab	Assumed Total Cost	\$19,321	TECTONIC	Assumed Total Cost	\$23,630