

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING DECEMBER 19, 2019

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Conference Room on Thursday, December 19, 2019.

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSSION

V. MINUTES OF PREVIOUS MEETING

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

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$329,600.12, page 4188, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$216,443.72, page 4189, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$417,273.75, page 4190, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$207,374.56, page 2260, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$211,102.02, page 2261, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATION

No Communications to report

VIII. DIRECTOR'S REPORT

Administration

Ex Libris, a ProQuest company, has acquired Innovative, our provider of the integrated library system we use with a consortium of the majority of the public libraries in Suffolk County. Ex Libris has assured customers that they will continue to support and enhance the Innovative product.

The installation of the footing to support the new retaining wall has been completed and the installation of the forms to create the wall is the next step towards overall project completion.

Our subscription to KnowBe4 provides online staff training in a variety of subject areas. Based on recommendations by our auditor, staff are required to complete annual training to encourage safe use of the library's computer network. Almost all members of the staff have completed their Cyber Security Awareness Training assignment.

Buildings and Grounds

The emergency exit stairwell at the rear of the East Northport building has attracted unwanted visitors and short-term residents over the years. To discourage this activity in the future, a fence with a gate locking from the outside has been installed around this stairwell.

The trouble-prone kitchenette in the East Northport building Community Room has been removed. This eliminated the safety issues associated with kitchen appliances in a room used for children's programs, resolved the plumbing vent issues, and enlarged the usable space in the room.

Network and Systems

Replacements for the failing cash registers in the cafés were selected and installed in both buildings.

New grommet power stations were installed in the Quiet Study Room located on the lower level of the Northport building. These stations enable us to retrofit the wire hole in table tops with an easily accessible electrical outlet and USB power port.

Circulation

A new software product is being utilized to provide the needed functionality for scheduling the Northport and East Northport Circulation staff. After a trial subscription and some adjustments by the Head of Network and Systems, this product should prove to be a real benefit.

Community Services

The Township Theatre Group's Library Touring Company presented *What's Going On Here?*, a trio of short humorous plays about some very unusual events, to an audience of 47 patrons.

A representative from Health Insurance Information, Counseling and Assistance Program (HIICAP), provided 25 Medicare eligible individuals with information about Medicare, including Parts A, B, C & D, Medicare Savings Programs, Extra Help, and EPIC.

The Paul Effman Band entertained 77 patrons with *The Fabulous '40s Show* which warmed the hearts of those who came of age during World War II.

Adult and Teen Services

A Suffolk County Department of Civil Service representative presented a program entitled *The How to Get a Civil Service Job* to introduce civil service employment opportunities in the county, towns, schools, libraries, and villages to the 44 patrons in attendance.

A drop-in teen volunteer program to create wreaths for the residents at Atria proved so popular necessitating expanding beyond the planned work area.

The libraries in the Town of Huntington organized a theater experience for the teen patrons to attend the performance of *Matilda* at the John W. Engeman Theater in Northport.

Children and Family Services

A *Life-Size Hungry Hippos* program provided both children and teen volunteers a fun and energy-filled activity where children, propelled on scooters by teen volunteers, gobbled up as many balls as they could with their baskets.

The Macy's Department store accepted a return on our behalf when a patron left a book in a store dressing room. The book was mailed to the library with a note from the Macy's employee who found it. Our staff contacted the patron to notify them that the item was returned and the store to commend the employee's thoughtfulness.

IX. PERSONNEL REPORT

Mrs. Hartough moved to approve "A. Salary Increase" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve "B. New Employees" in the personnel report, seconded by Mrs. Bensimon and unanimously carried.

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

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

X. OTHER BUSINESS

XI. FUTURE MEETINGS

Thursday, January 16, 2020	10:00am	Budget Work Session
Thursday, January 16, 2020	11:00am	Regular Board Meeting
Thursday, February 20, 2020	10:00am	Regular Board Meeting

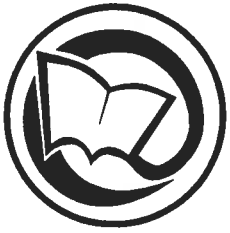
XII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 11:22am, seconded by Mrs. Bensimon and unanimously carried.

Respectfully Submitted,



Judith Bensimon
Secretary



Northport-East Northport Public Library

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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, December 19, 2019, 10:00 AM** in the Board Conference Room.

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. Other Business
- XI. Date of next library board meetings:
Thursday, January 16, 2020, 10:00 AM – Budget Work Session
Thursday, January 16, 2020, 11:00 AM – Regular Board Meeting
Thursday, February 20, 2020, 10:00 AM – Regular Board Meeting
- XII. Adjournment

LIBRARY BOARD MEETING

DECEMBER 19, 2019

ACCOUNTS PAYABLE

4188 11/27/19	\$329,600.12	Three Hundred and Twenty Nine Thousand Six Hundred Dollars & Twelve Cents
4189 12/11/19	\$216,443.72	Two Hundred and Sixteen Thousand, Four Hundred and Forty Three Dollars, & Seventy Two Cents
4190 12/19/19	\$417,273.75	Four Hundred and Seventeen Thousand Two Hundred and Seventy Three Dollars & Seventy Five Cents

PAYROLL REGISTER

2260 11/29/19	\$207,374.56	Two Hundred and Seven Thousand Three Hundred Seventy Four Dollars & Fifty Six Cents
2261 12/13/19	\$211,102.02	Two Hundred and Eleven Thousand One Hundred and Two Dollars & Two Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
December 19, 2019

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Caitlin Capitanio-Cheng	Café Worker/\$13.50 hr.	Community Services	12/31/19
Michelle DeNunzio	Café Worker/\$13.50 hr.	Community Services	12/31/19
Kathleen Kelly	Café Worker/\$13.50 hr.	Community Services	12/31/19
Jill Krahl	Café Worker/\$13.50 hr.	Community Services	12/31/19
Celia LaNovara	Café Worker/\$13.50 hr.	Community Services	12/31/19
Brian Lambert	Café Worker/\$13.50 hr.	Community Services	12/31/19
Barbara Minogue	Café Worker/\$13.50 hr.	Community Services	12/31/19
Vincent Accovelli	Page/\$13.00 hr.	Circulation – EN	12/31/19
Anna Allacco	Page/\$13.00 hr.	Circulation – EN	12/31/19
Cali Alvarez	Page/\$13.00 hr.	Adult & Teen Services	12/31/19
Oliver Amorim	Page/\$13.00 hr.	Children & Family Services	12/31/19
Kaia Beatty	Page/\$13.00 hr.	Children & Family Services	12/31/19
Linnea Bernard	Page/\$13.00 hr.	Children & Family Services	12/31/19
Christine Condon	Page/\$13.00 hr.	Children & Family Services	12/31/19
Ciara Connor	Page/\$13.00 hr.	Children & Family Services	12/31/19
Griffin Crafa	Page/\$13.00 hr.	Adult & Teen Services	12/31/19
Alexa Cubicciotti	Page/\$13.00 hr.	Children & Family Services	12/31/19
Leonardo Eng	Page/\$13.00 hr.	Children & Family Services	12/31/19
Lisa Frisol	Page/\$13.00 hr.	Circulation – NPT	12/31/19
Madeline Guarineri	Page/\$13.00 hr.	Circulation – EN	12/31/19
Patrick Haubeil	Page/\$13.00 hr.	Circulation – NPT	12/31/19
Eileen Heinzman	Page/\$13.00 hr.	Adult & Teen Services	12/31/19
JulietteLeHenaff	Page/\$13.00 hr.	Circulation – EN	12/31/19
Chloe Lindberg	Page/\$13.00 hr.	Children & Family Services	12/31/19
Francesca Malon	Page/\$13.00 hr.	Circulation – NPT	12/31/19
Joseph Monroy	Page/\$13.00 hr.	Circulation – NPT	12/31/19
Sarah Monroy	Page/\$13.00 hr.	Children & Family Services	12/31/19
Ciara Murphy	Page/\$13.00 hr.	Circulation – NPT	12/31/19
Lisa Oliveri	Page/\$13.00 hr.	Children & Family Services	12/31/19
Sophia Oliveri	Page/\$13.00 hr.	Circulation – NPT	12/31/19
Michael Prinzo	Page/\$13.00 hr.	Circulation – EN	12/31/19
Jamie Quinn	Page/\$13.00 hr.	Circulation – NPT	12/31/19
Sarah Sagonte	Page/\$13.00 hr.	Children & Family Services	12/31/19
Rosalie Sarnataro	Page/\$13.00 hr.	Circulation – NPT	12/31/19
Nicole Sepessy	Page/\$13.00 hr.	Children & Family Services	12/31/19
Kelly Swierupski	Page/\$13.00 hr.	Children & Family Services	12/31/19
Mary Ann Morrisroe	Page/\$13.00 hr.	Circulation – EN	12/31/19

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Juliette LeHenaff	Page/12.00 hr.	Circulation	12/27/19 – 01/17/20

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Brenna Strebel	Page/\$12.00 hr.	Circulation	11/25/19
Caleigh Byrne	Page/\$12.00 hr.	Circulation	12/06/19
Paul Reilly	Guard/\$18.70 hr.	Security	12/17/19
Leonardo Gonzales	Guard/\$18.70 hr.	Security	12/20/19

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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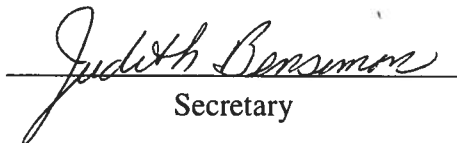
E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Promotion			
Kathleen Zazzaro	FT Library Clerk*/Step 1 *Previously permanent part-time	Circulation Services	12/30/19

Request for Leave of Absence

Lisa Oliveri	Page/\$12.00 hr.	Children & Family Svc.	12/23/19 – 01/05/20
Christine Condon	Page/\$12.00 hr.	Children & Family Svc.	12/23/19 – 01/05/20
Kathleen Kelly	Café Worker/\$13.50 hr.	Community Services	01/14/20 – 04/14/20

Report approved by Board of Trustees


Secretary