

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING AUGUST 20, 2020

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Public Library Conference Room on Thursday August 20, 2020.

I. CALL TO ORDER

Vice Chairperson Georganne White called the meeting to order at 10:08am. Also present were Margaret Hartough, Jacqueline Elsas, Judith Bensimon, Elizabeth McGrail, 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. Elsas and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Elsas moved to approve minutes of Reorganizational Meeting of July 16, 2020, seconded by Mrs. Bensimon and unanimously carried. Mrs. Bensimon move to approve minutes of Regular Board Meeting of July 16, 2020, seconded by Mrs. McGrail and unanimously carried.

VI. FINANCIAL SECRETARY AND TREASURE'S REPORT

A. Approval of Warrants

Mrs. McGrail moved to approve warrant for \$216,312.22, page 4212, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$203,328.84, page 4213, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$122,762.24, page 4214, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$196,624.61, page 2277, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve payroll of \$203,168.92, page 2278, seconded by Mrs. Hartough and unanimously carried. Mrs. Hartough moved to approve payroll of \$16,411.89, page 2279, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

VII. COMMUNICATIONS

No communications to report

VIII. DIRECTOR'S REPORT

Administration

The Library Bear and the Little Prince are now sporting the latest in fashion, facemasks, tailor-made by one of our staff.

The main floor in both buildings has been opened for browsing and the tables in the reading rooms, with limited seating, are available for individual study. Patrons are asked to limit their time in the building to one hour but have been permitted to stay longer if the area has not reached capacity and no other patrons are waiting to use the space.

The recent storm caused many power outages in the area. The East Northport building had its power restored the day following the storm and Northport was restored the second day following the storm. Patrons seeking Internet access, charging stations, and a cool work environment filled the reading rooms in both buildings creating full capacity at various times throughout the day.

The carpeting on the East Northport mezzanine, including the staircases, teen room, and circulation office has been replaced to match the main floor reading room and stack areas.

Network and Systems

Additional webcams and headsets have been purchased to support the numerous online programs offered by the library.

Six additional Empire Passes have been added to the collection. As museums begin to reopen, the print-on-demand passes have been re-enabled with notations to consult museum websites for possible restrictions.

Circulation

The Suffolk Cooperative Library System (SCLS) has decreased their deliveries down from six times per week to three. This was the result of the proposed state funding cuts and possible further reductions later this year.

The webpage for requesting a temporary library card has been removed based on individuals using it to exploit the Overdrive subscription database service.

Community Services

This month's virtual programs included *Gardening with Deer* which had 51 attendees, *Long Island's Tropical Drifters* with 14 attendees, and *Page Turners* at which 16 readers discussed *Where the Crawdads Sing* by Delia Owens.

The Library Cafes have reopened to the public providing takeout service only. Menu items are changing as well as pricing based on availability and costs associated with having merchandise delivered. Deliveries preserve the precious time of our Buildings and Grounds staff, which is needed continuously in the cleaning and sanitizing of the building.

Adult and Teen Services

Instructional videos on how to use Linda.com and Overdrive have been created by our staff and are available for viewing on the library's YouTube page.

A new program series will be offered next month called *Let's Speak American English*. It is designed to help develop patrons' English pronunciation skills.

Children and Family Services

The Children and Family Services librarians have been staffing the information desk in the lobby providing readers advisory, Grab & Go book bundles, and more than 200 take home crafts to our younger patrons. Staff have made photo buttons of their smiling faces without a mask to make children feel more comfortable while at the information desk.

Four online sessions of *Wildlife Wednesdays* educated 81 children about animal behavior. The *BenAnna Band* online concert had 42 patrons singing along. *Molly Mouse* had 48 patrons attend the online session and another 60 patrons watched the recording posted on our website.

IX. PERSONNEL REPORT

Mrs. Hartough moved to approve "B. New Employees" in the Personnel Report, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas 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. Hartough and unanimously carried.

X. OTHER BUSINESS

Mrs. Elsas moved to delay Sunday openings of both buildings to October 18, 2020, seconded by Mrs. Bensimon and unanimously carried. Discussion will be held at the September Board meeting to possibly extend this delay further.

XI. FUTURE MEETINGS

Thursday, September 17, 2020

10:00am

Regular Board Meeting

Thursday, October 15, 2020

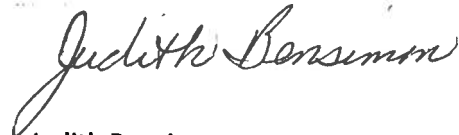
10:00am

Regular Board Meeting

XII. ADJOURNMENT

Mrs. Bensimon moved to adjourn meeting at 11:07am, seconded by Mrs. Hartough 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, August 20, 2020, 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
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Other Business
- XI. Date of next library board meetings:
Thursday, September 17, 2020, 10:00 AM – Regular Board Meeting
Thursday, October 15, 2020, 10:00 AM – Regular Board Meeting
- XII. Adjournment

PERSONNEL REPORT
Approval of the Following Personnel Matters
August 20, 2020

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>
Nicholas Crafa	Page/\$13.00 hr.	Children & Family – EN	08/24/20
Luke Frisoli	Page/\$13.00 hr.	Children & Family – NPT	08/24/20
Molly Hoffmann	Page/\$13.00 hr.	Children & Family – EN	08/24/20
Keiran Murphy	Page/\$13.00 hr.	Circulation – NPT	08/24/20
Jaime Quinn	Page/\$13.00 hr.	Circulation – NPT	08/24/20
Grace Burkart	Page/\$13.00 hr.	Circulation – EN	08/31/20

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Oliver Amorim	Page/\$13.00 hr.	Children & Family Svcs	07/28/20
Kelley Swierupski	Page/\$13.00 hr.	Children & Family Svcs	08/14/20
Susan Behrendt	PT Library Clerk/Step 6	Accounting	08/14/20

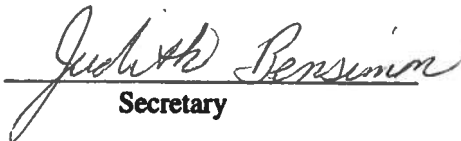
D. Retirement

<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>
Request for Leave of Absence			
Salvatore Rapisardi	Guard/\$25.21 hr.	Security	08/01/20 – 09/07/20
Cali Alvarez	Page/\$13.00 hr.	Adult & Teen Services	08/01/20 – 08/11/20
Request for Continuation of Leave of Absence			
Christina Condon	Page/\$13.00 hr.	Children & Family Svcs	08/03/20 – 09/07/20
Kathleen Lotito	PT Library Clerk/Step 1	Circulation Services	09/01/20 – 02/28/21

Report approved by Board of Trustees


 Secretary

LIBRARY BOARD MEETING

AUGUST 20, 2020

ACCOUNTS PAYABLE

4212 7/22/20	\$216,312.22	Two Hundred and Sixteen Thousand Three Hundred and Twelve Dollars & Twenty Two Cents
4213 8/1/20	\$203,328.84	Two Hundred and Three Thousand Three Hundred and Twenty Eight Dollars & Eighty Four Cents
4214 8/20/20	\$122,762.24	One Hundred and Twenty Two Thousand Seven Hundred and Sixty Two Dollars & Twenty Four Cents

PAYROLL REGISTER

2277 7/24/20	\$196,624.61	One Hundred Ninety Six Thousand Six Hundred Twenty Four Dollars & Sixty One Cents
2278 8/7/20	\$203,168.92	Two Hundred Three Thousand One Hundred and Sixty Eight Dollars & Ninety Two Cents
2779 8/13/20	\$16,411.89	Sixteen Thousand Four Hundred and Eleven Dollars & Eighty Nine Cents