

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JANUARY 21, 2021

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, January 21, 2021.

I. CALL TO ORDER

Chairperson Georganne White called the meeting to order at 11:08am. Also present were Jacqueline Elsas, Judith Bensimon, Elizabeth McGrail, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Bensimon moved to approve minutes of December 22, 2020, as amended, seconded by Mrs. Hartough and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$256,689.47, page 4228, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$207,129.16, page 4229, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$48,990.00, page 4230, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$79,290.21, page 4231, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$192,066.63, page 2289, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$187,316.24 page 2290, seconded by Mrs. McGrail and unanimously carried.

D. Review of Monthly Expenditures

E. Review of Statistical Summary

VII. COMMUNICATIONS

No communications to report

VIII. DIRECTOR'S REPORT

Administration

Notifications are being emailed to all staff and posted on the staff website when a staff member tests positive or has been in close contact with someone who has tested positive for COVID-19.

Staff who have concerns of potential exposure to COVID-19 are being instructed to stay home, quarantine, watch for symptoms, and to get tested following a waiting period before returning to work.

A strategy to implement the library's Micro-Cluster Plan has been established. When necessary the library would return to a "lobby-service-only" model. This decision will be based upon our service area being identified as an Orange Zone by New York State, a majority of the neighboring public libraries closing or reducing services, or an inability to adequately staff the buildings due to absences.

The tutorial rooms in each building have been converted into production studios to support online patron programs sponsored by the library.

Buildings and Grounds

The final fall leaf cleanup took place following the first snow cleanup of the season.

The East Northport exterior media return bin was damaged by a recent storm. The matching book return bin will be used for all returns until replacement parts are received and installed.

Network and Systems

The library's internet content filter has become unreliable. A temporary solution has been implemented until a suitable replacement can be identified.

The E-Rate paperwork has begun for the next year's telecommunication rebates. The Suffolk Cooperative Library System has requested bids for data lines on behalf of member libraries. The selected bidder, currently our provider, will enable the library to increase its bandwidth from 50Mbps to 1Gbps at close to our current cost. This increase in connectivity, at twenty times the current level, will support the increase in demand for multimedia streaming.

Circulation

Hotspots continue to be popular. Based on the small number of holds the current number of hotspots are fulfilling demand.

Approximately 50 percent of the 60 items contained in the storm-damaged media return bin were exposed to water. Most were dried; only a few needed replacement artwork or new cases.

Community Services

The roof leaks over the Community Services office have been repaired enabling staff to return to their own desks.

The AARP Tax-Aide coordinator has informed the library that they are not able to secure enough volunteers to offer the tax aide service this year. All appointments scheduled to begin in February have been cancelled.

Yamaha piano artist and arranger Alexander Wu provided *Holiday Magic* to 44 patrons through a winter's journey of songs and music from around the world of traditional, folk, Latin, and contemporary classics.

Stephanie Schiff, CDE, RD of Northwell Health presented *Healthy Holiday Eating* to 41 patrons by sharing how to plan a healthy holiday meal and offered tips to take to any dinner table or menu. Recipes for several delicious plant-based dishes were also provided.

The response to the Friends December membership drive is going well. A number of the renewals also included donations.

Adult and Teen Services

All about Streaming Services presented ways to access TV and movies other than using a cable provider. Forty-four patrons learned about Internet-based streaming and the services available from various providers, including the Library.

The medicine collection yielded 17lbs of prescription drugs in Northport and 86lbs in East Northport. In just a few hours the library collected greater than 100lbs of prescriptions to prevent them from being inappropriately consumed or from potentially polluting the environment.

Twenty-seven teens joined *The Baking Coach* to make dog treats to donate to the Town of Huntington Animal Shelter.

Children and Family Services

Parties-in-a-bag were provided to 50 patrons to celebrate *Noon Year's Eve*. The event was simultaneously Zoomed to 41 patrons by staff in both the Northport and East Northport buildings.

Take 'n Make Gingerbread Playdough kits were provided to 50 families. The kit included an easy recipe for sweet-smelling homemade clay, 3D printed cookie cutters to make gingerbread people, and a gingerbread cookie-shaped book to create a story.

A video of a reading of Jim Aylesworth's *The Mitten*, starring our own Children and Family Services staff, has now been viewed by over 1,360 patrons.

Community Services

Fall injuries are more common than strokes and can result in health problems that are just as serious making the *Falls Prevention* program required attendance for 85 patrons. Lori Ginsberg, RN, MA, from Northwell Health provided a comprehensive talk on steps to take to improve balance and strength to help prevent falls.

Do-ing Music Classical Music Series: Cantata Libre Chamber Ensemble performed live and new virtually-recorded music featuring the beautiful artwork that inspired each piece to 80 patrons in attendance.

Fifty-seven patrons joined Michael D'Innocenzo, Distinguished Professor Emeritus of History at Hofstra University, for a virtual post-election discussion on the 2020 elections.

Adult and Teen Services

Citizenship classes are being postponed until later in 2021 due to the recent changes in the exam questions.

The Library's popular platform video game collection is being expanded to include the latest PlayStation games released for the holiday season.

Twenty patrons wishing to purchase laptops, iPads, smartphones, smart watches, printers, or tablets learned about considerations before buying, components of an informed purchase, finding product evaluations, and shopping online for bargains by attending the *How to Buy Technology* program.

Former personnel and recruiting managers Stephanie Ragolia and Libby Yoskowitz demonstrated to 11 patrons how to build a resume and write a cover letter at the *Online Job Search*.

IX. PERSONNEL REPORT

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

X. PROPOSED LIBRARY BUDGET 2021/2022

Mrs. Hartough moved to present proposed Library Budget 2021/2022 to the Community on April 6, 2021, seconded by Mrs. Elsas and unanimously carried.

XI. OTHER BUSINESS

Mrs. McGrail moved that the Board of Trustees of the Northport-East Northport agree to extend the FFCRA statute for the purpose of granting any available remaining paid leave days under the FFCRA statute through March 31, 2021, seconded by Mrs. Elsas and unanimously carried

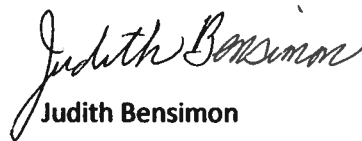
XII. DATES OF FUTURE MEETING

Thursday, February 18, 2021	10:00am	Regular Meeting
Tuesday, March 23, 2021	5:30pm	Regular Meeting
Tuesday, March 23, 2021	7:30pm	Public Information Meeting

XIII. ADJOURNMENT

Mrs. Elsas moved to adjourn the meeting at 12:31pm, 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, January 21, 2021, at 11:00 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. Approval to present proposed Library Budget 2021/2022 to the Community on April 6, 2021
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, February 18, 2021, 10:00 AM – Regular Meeting
Tuesday, March 23, 2021, 5:30 PM – Regular Meeting
Tuesday, March 23, 2021, 7:30 PM – Public Information Meeting
- XIII. Adjournment

LIBRARY BOARD MEETING

JANUARY 21, 2021

ACCOUNTS PAYABLE

**4228 \$256,689.47 Two Hundred and Fifty Six Thousand
12/23/20 Six Hundred and Eighty Nine Dollars
& Forty Seven Cents**

**4229 \$207,129.16 Two Hundred and Seven Thousand
1/6/21 One Hundred and Twenty Nine Dollars
& Sixteen Cents**

**4230 \$48,990.00 Forty Eight Thousand
1/20/21 Nine Hundred and Ninety Dollars
& Zero Cents**

**4231 \$79,290.21 Seventy Nine Thousand
1/21/21 Two Hundred and Ninety Dollars
& Twenty One Cents**

PAYROLL REGISTER

**2289 \$192,066.63 One Hundred and Ninety Two Thousand
12/25/20 and Sixty Six Dollars
& Sixty Three Cents**

**2290 \$187,316.24 One Hundred and Eighty Seven Thousand
1/8/21 Three Hundred and Sixteen Dollars
& Twenty Four Cents**

PERSONNEL REPORT

Approval of the Following Personnel Matters
January 21, 2021

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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D. Retirement

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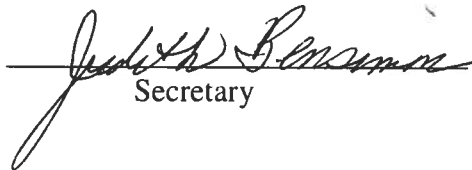
E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Request for Continuation of Leave of Absence

Christina Andrews	PT Library Clerk/Step 1	Circulation Services	01/18/21 – 03/01/21
Kathleen Lotito	PT Library Clerk/Step 1	Circulation Services	03/01/21 – 05/30/21
Janet Schultz	PT Library Clerk/Step 8	Circulation Services	02/01/21 – 05/30/21

Report approved by Board of Trustees


Secretary