



# 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, May 20, 2021, at 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, June 17, 2021, 10:00 AM – Regular Meeting  
Thursday, July 15, 2021, 9:30 AM – Reorganizational Meeting  
Thursday, July 15, 2021, 11:00 AM – Regular Meeting
- XII. Adjournment

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

**MEETING OF MAY 20, 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, May 20, 2021.

**I. CALL TO ORDER**

Chairperson Margaret Hartough called the meeting to order at 10:04am. Also present were Georganne White, Jacqueline Elsas, Judith Bensimon, Assistant Director Nancy Morcerf, Director James Olney and visitor Ms. Carolyn McQuade.

We are all deeply saddened over the passing of Trustee Elizabeth McGrail.

**II. PLEDGE OF ALLEGIANCE was recited by those attending.**

**III. ADOPTION OF THE AGENDA**

Mrs. Elsas 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 Regular Board meeting of April 15, 2021, seconded by Mrs. Bensimon and unanimously carried.

**VI. FINANCIAL SECRETARY & TREASURER'S REPORT**

**A. Approval of Warrants**

Mrs. Bensimon moved to approve warrant for \$273,299.32, page 4241, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$ 206,428.27, page 4242, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$5,822.65, page 4243, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$184,444.90, page 4244, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$135,383.44, page 4245, seconded by Ms. White and unanimously carried.

**B. Payroll Register**

Ms. White moved to approve payroll of \$188,214.08, page 2297, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$187,880.31, page 2298, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$186,504.55, page 2299, seconded by Ms. White and unanimously carried.

**C. Review of Monthly Expenditures**

D. **Review of Statistical Summary**

VII. **COMMUNICATIONS**

Two letters were received by the Board from retiring staff members

VIII. **DIRECTOR'S REPORT**

**Administration**

An online Diversity Awareness workshop has been assigned to all staff. This course examines behaviors, both unintentional and intentional, that may discriminate or contribute to a hostile work environment. It also discusses ways to respond or even intervene in discriminatory acts and showcases positive reinforcing behaviors that provide respect and appreciation for all staff.

The roof replacement project began yesterday and will necessitate the closure of the Northport building beginning tomorrow. The reopening of the building will be predicated on the ability to operate the HVAC system so that we may provide both air filtration and cooling.

Three memorial trees have been planted on the library grounds. A Columnar Copper Beech for Elizabeth McGrail is in the courtyard at the Northport building, a Green Maple for Jose Tolentino is on the Northeast side of the East Northport building, and a Crape Myrtle for Owen and Nancy Olney is on the front lawn of the Northport building.

**Buildings and Grounds**

A second tree has died on the Laurel Avenue side of the Northport building. An arborist has been contacted to have the tree removed.

The worn carpeting in the Community Services office, which was further damaged by roof leaks, has been replaced.

The exterior staircases used for emergency egress from the Northport Community Room have been repainted to match the original galvanized coating that has worn off leading to rust formation.

**Network and Systems**

The library's main computer network firewall was replaced in preparation for an upgrade in Internet connection speed (bandwidth). Subsequently the bandwidth upgrade has been completed increasing the library's connection speed from 50Mbps to 1Gbps, an increase of twenty fold.

Four additional museums have transitioned to Print-on-Demand access eliminating the need to check out and return a physical pass.

**Circulation**

The department's manual is being reviewed and updated as is the desk procedure manual, which now incorporates screenshots of commonly-used Sierra functions.

A custom-designed sticker declaring, "I got my library card today" is being given to new library card applicants.

**Community Services**

The gallery in Northport displayed John Lazzaro's *The Walls Still Talk* photographs of the Kings Park Psychiatric Center. They garnered many interesting comments, some by individuals who had worked at the facility many years ago. Copies of Lazzaro's book, including an autographed copy, are available in the library's collection.

The *Ink Stories* exhibit is now on display at the Harborfields Public Library.

Garden writer Jessica Damiano, creator and 13-year host of *The Great Long Island Tomato Challenge*, provided a primer on growing tomatoes for 40 patrons in attendance. They were provided the knowledge needed to plant, prune, fertilize, maintain, troubleshoot, and harvest Long Island's most popular backyard crop.

The most recent collaboration with the public libraries in the Town of Huntington introduced *Fire Island: Your Local National Treasure* to 48 patrons. Fire Island National Seashore Ranger Pat Ryley provided an overview of all the sights and activities available on this coastal getaway.

**Adult and Teen Services**

The Library hosted a *Virtual Job Fair* sponsored by *Suffolk County One Stop Employment Center* that featured companies from different industries discussing current job opportunities at their organizations. A video, viewed by 102 patrons, was made available of this live event for a period of two weeks following the event.

**Children and Family Services**

This month twenty-three children's programs were offered via Zoom with a total of 309 attendees and twelve pre-recorded videos were viewed by 419 patrons.

The *Take 'n Make* craft kits continue to be popular with 108 kits distributed this month. Additional spring-cleaning has also provided some fun subject-related bonus items to these kits.

A Children and Family Services librarian facilitated an enthusiastic American Sign Language Pajama Storytime with skills they acquired from a six-week ALA eCourse, Sign Language for

*Children in Storytime*. Tuition for this course was paid for by a scholarship from the *Children's Librarians Association of Suffolk County (CLASC)*.

**IX. PERSONNEL REPORT**

Mrs. Elsas moved to approve "B. New Employee" 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.

Mrs. Bensimon moved to approve "D. Retirement" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas move to approve "E. Other" in the personnel report, seconded by Ms. White and unanimously carried.

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

Ms. White moved to approve "E. Other" in the personnel report addendum, seconded by Mrs. Bensimon and unanimously carried.

**X. OTHER BUSINESS**

Mrs. Elsas moved to approve the following , seconded by Ms. White and unanimously carried.  
RESOLUTION:

**WHEREAS, the Center for Disease Control and Prevention ("CDC") recently issued Guidance, which was subsequently adopted by the Governor of the State of New York by Executive Order 202.108, stating that, with limited exceptions, fully vaccinated people can resume activities without wearing a mask or physical distancing beginning May 19, 2021;**

**WHEREAS, no current federal, State or local vaccination registry exists, which would allow the Library to adequately and properly determine who is, and who is not, fully vaccinated;**

**WHEREAS, many of the Library's patrons are either older citizens, who are acutely vulnerable to COVID-19 infection, or young children, who must still remain masked as they are not yet eligible for vaccination;**

**RESOLVED, that at this time, the Library is not lifting its mask mandate for staff and patrons in the public areas of the Library. Staff and patrons are still required to wear masks, subject to the same rules and regulations as prior to the recent CDC Guidance and State Executive Order. The Library hereby lifts its indoor mask mandate for fully vaccinated staff while in staff areas not on public view.**

**FURTHER RESOLVED, that this resolution will be reviewed on a monthly basis to determine whether amendment or modification is appropriate.**

Ms. White moved to approve the following, seconded by Mrs. Bensimon and unanimously carried.

Resolution:

Be it resolved that the Northport-East Northport Public Library Board of Trustees recognizes the more than 25 years of service that Trustee Elizabeth McGrail provided to the Library and community. She will always be remembered by the Board for her leadership, dedication, guidance and joyful laugh.

Mrs. Elsas moved to approve the following, second by Ms. White and unanimously carried.

Resolution:

WHEREAS, The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services, and

WHEREAS, there is mounting evidence that indicates eliminating fines increases library card adoption and library usage, and

WHEREAS, monetary fines create a barrier in public relations, and absorb valuable staff time in applying, collecting, and managing;

NOW, THEREFORE, be it resolved that the Board of Trustees of the Northport-East Northport Public Library hereby remove extended use charges (fines) from all items previously circulated, currently in circulation, and on future circulations, with the exception of unique items, effective with the start of the next fiscal year, July 1, 2021. This resolution does not impact fees associated with lost or damaged materials.

XI. DATES OF FUTURE MEETINGS

|                         |         |                          |
|-------------------------|---------|--------------------------|
| Thursday, June 17, 2021 | 10:00am | Regular Meeting          |
| Thursday, July 15, 2021 | 9:30am  | Reorganizational Meeting |
| Thursday, July 15, 2021 | 10:00am | Regular Meeting          |

XII. ADJOURNMENT

Mrs. Elsas moved to adjourn the meeting at 12:38 pm, seconded by Ms. White and unanimously carried.

Respectfully Submitted

Judith Bensimon  
Secretary

## LIBRARY BOARD MEETING

MAY 20, 2021

### **ACCOUNTS PAYABLE**

|                  |              |  |
|------------------|--------------|--|
| 4241<br>04/14/21 | \$273,299.32 | Two Hundred and Seventy Three Thousand<br>Two Hundred and Ninety Nine Dollars<br>& Thirty Two Cents  |
| 4242<br>04/28/21 | \$206,428.27 | Two Hundred and Six Thousand<br>Four Hundred and Twenty Eight Dollars<br>& Twenty Seven Cents        |
| 4243<br>04/30/21 | \$ 5,822.65  | Five Thousand<br>Eighty Hundred and Twenty Two Dollars<br>\$ Sixty Five Cents                        |
| 4244<br>05/12/21 | \$184,444.90 | One Hundred and Eighty Four Thousand<br>Four Hundred and Forty Four Dollars<br>& Ninety Cents        |
| 4245<br>05/20/21 | \$135,383.44 | One Hundred and Thirty Five Thousand<br>Three Hundred and Eighty Three Dollars<br>& Forty Four Cents |

### **PAYROLL REGISTER**

|                  |              |   |
|------------------|--------------|---|
| 2297<br>04/16/21 | \$188,214.08 | One Hundred and Eighty Eight Thousand<br>Two Hundred and Fourteen Dollars<br>& Eight Cents      |
| 2298<br>04/30/21 | \$187,880.31 | One Hundred and Eighty Seven Thousand<br>Eight Hundred and Eighty Dollars<br>& Thirty One Cents |
| 2299<br>05/14/21 | \$186,504.55 | One Hundred and Eighty Six Thousand<br>Five Hundred and Four Dollars<br>& Fifty Five Cents      |

**PERSONNEL REPORT**Approval of the Following Personnel Matters  
May 20, 2021**A. Salary Increase**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

**B. New Employees**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

|                  |                  |                      |          |
|------------------|------------------|----------------------|----------|
| Kelly Swierupski | Page/\$14.00 hr. | Youth & Family – NPT | 06/14/21 |
|------------------|------------------|----------------------|----------|

**C. Resignations**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

|               |                  |                   |          |
|---------------|------------------|-------------------|----------|
| Keiran Murphy | Page/\$14.00 hr. | Circulation – NPT | 06/04/21 |
|---------------|------------------|-------------------|----------|

**D. Retirement**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

**Revision of Retirement Date**

|               |                                   |             |          |
|---------------|-----------------------------------|-------------|----------|
| Frances Byrne | Principal Library Clerk/Step 20+4 | Circulation | 07/07/21 |
|---------------|-----------------------------------|-------------|----------|

|                 |                              |             |          |
|-----------------|------------------------------|-------------|----------|
| Teresa Reichert | Senior Library Clerk/Step 15 | Circulation | 07/23/21 |
|-----------------|------------------------------|-------------|----------|

**E. Other**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

**Promotions**

|               |                         |             |          |
|---------------|-------------------------|-------------|----------|
| Ashley Bonura | PT Library Clerk/Step 1 | Circulation | 05/24/21 |
|---------------|-------------------------|-------------|----------|

|                 |                         |             |          |
|-----------------|-------------------------|-------------|----------|
| Elliot Macolino | PT Library Clerk/Step 1 | Circulation | 05/24/21 |
|-----------------|-------------------------|-------------|----------|

|              |                         |             |          |
|--------------|-------------------------|-------------|----------|
| Laura Sender | PT Library Clerk/Step 1 | Circulation | 05/24/21 |
|--------------|-------------------------|-------------|----------|

**Seasonal Pages**

|              |                   |                     |                     |
|--------------|-------------------|---------------------|---------------------|
| Vagnon Bamba | Page/\$ 14.00 hr. | Youth & Family Svcs | 05/24/21 – 08/14/21 |
|--------------|-------------------|---------------------|---------------------|

|             |                   |                     |                     |
|-------------|-------------------|---------------------|---------------------|
| Lee Ann Chu | Page/\$ 14.00 hr. | Youth & Family Svcs | 06/14/21 – 08/14/21 |
|-------------|-------------------|---------------------|---------------------|

|              |                   |                     |                     |
|--------------|-------------------|---------------------|---------------------|
| Jessica Lyle | Page/\$ 14.00 hr. | Youth & Family Svcs | 06/14/21 – 08/14/21 |
|--------------|-------------------|---------------------|---------------------|

|                   |                   |                     |                     |
|-------------------|-------------------|---------------------|---------------------|
| Jennifer Steffman | Page/\$ 14.00 hr. | Youth & Family Svcs | 06/14/21 – 08/14/21 |
|-------------------|-------------------|---------------------|---------------------|

**Request for Extension of Parental Leave**

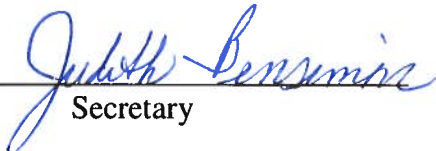
|                |                     |                       |                     |
|----------------|---------------------|-----------------------|---------------------|
| Diana Johnston | PT Librarian/Step 2 | Adult & Teen Services | 06/01/21 – 06/28/21 |
|----------------|---------------------|-----------------------|---------------------|

**Request for Leave of Absence**

|              |                  |                     |                     |
|--------------|------------------|---------------------|---------------------|
| Luke Frisoli | Page/\$14.00 hr. | Youth & Family Svcs | 05/10/21 – 06/04/21 |
|--------------|------------------|---------------------|---------------------|

|              |                  |                     |                     |
|--------------|------------------|---------------------|---------------------|
| Sarah Monroy | Page/\$14.00 hr. | Youth & Family Svcs | 06/22/21 – 07/03/21 |
|--------------|------------------|---------------------|---------------------|

Report approved by Board of Trustees

  
Secretary



**PERSONNEL REPORT  
ADDENDUM**

Approval of the Following Personnel Matters  
May 20, 2021

**A. Salary Increase**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

**B. New Employees**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

**C. Resignations**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

|                         |                         |             |          |
|-------------------------|-------------------------|-------------|----------|
| Catilin Capitanio-Cheng | PT Library Clerk/Step 1 | Circulation | 06/30/21 |
|-------------------------|-------------------------|-------------|----------|

**D. Retirement**


| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

**E. Other**

| <u>Name</u> | <u>Position &amp; Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

|                |                                 |             |          |
|----------------|---------------------------------|-------------|----------|
| Heather Larkin | Principal Library Clerk/Step 12 | Circulation | 05/24/21 |
|----------------|---------------------------------|-------------|----------|

Report approved by Board of Trustees

  
Secretary