

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF MARCH 21, 2023

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Tuesday March, 21, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 5:30pm. Also present were Margaret Hartough, Jacqueline Elsas, Michelle Glennon, Georganne White, 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 MEETINGS

Mrs. Elsas moved to approve minutes of meeting of February 16, 2023, seconded by Mrs. Glennon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Glennon moved to approve warrant for \$187,193.16 page 4318 seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$194,493.61, page 4319, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$279,395.60, page 4320,, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$281,823.60, page 4321, seconded by Mrs. Glennon and unanimously carried.

C. Payroll Register

Mrs. Glennon moved to approve payroll of \$192,357.10, page 2350, , seconded by Ms.White and unanimously carried.

Ms.White moved to approve payroll of \$189,812.93, page 2351, seconded by Ms. Hartough and unanimously carried.

Mrs.Hartough moved to approve payroll of \$186,586.84, page2352, seconded by Mrs. Elsas and unanimously carried.

D. Review of Monthly Expenditures

E. Review of Statistical Summary

VII. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION

Ms. White moved to convene in Executive Session at 6:02pm, , seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to exit Executive Session and return to regular meeting at 6:10pm, seconded by Mrs. Elsas and unanimously carried.

VIII. COMMUNICATIONS

The Board responded to Mary Jane Hunt's letter of retirement , thanking her for her many years of employment at the Library.

IX. DIRECTOR'S REPORT

Administration

Department Heads were asked to remind their staff to consistently be aware of their surroundings. Teamwork and communication play important roles in all safety practices. Whenever approaching a patron regarding policy infractions, no staff should act alone. Security Guards should partner with the librarian in charge and librarians should partner with security guards.

The Northport building rear patio area is nearing completion and is awaiting fencing.

The *New York Library Association's Advocacy Day* in Albany was the first in-person event in three years but the snowy day kept the attendance down to one third of the usual attendance.

Adult and Teen Services

Patrons were invited to meet members of the *East Northport Chamber of Commerce* and hear what they have planned for the upcoming year. The Chamber shared details with 27 attendees about the events, activities, and projects they have planned for 2023.

The safest ways to keep track of the passwords used on computers, mobile phones, and the Internet were shared with 55 patrons in the *Password Management* program. In this class, participants learned the best practices for managing passwords to help secure accounts and personal data.

All About Streaming presented ways to access TV and movies without using a cable provider. This class provided 47 patrons information about internet-based streaming and the services available from various providers, including the Library .

The library has loaned some of its Stanley Twardowicz and Little Prince materials to the Northport Historical Society to complement their current display

Children and Family Services

Job Shadowship Day was a success with three teens observing programs and learning about the library's history and its role in the local community.

Plaza Theatrical Productions presented *The Rainbow Fish Musical* to a full house and the Library Mini Golf, held in the East Northport building this year, had 98 patrons practicing their putting.

Community Services

The use of Community Rooms by outside groups has been increasing. Some of the groups that have reserved a room, so far this year, are Girl Scouts, Boy Scouts, quilters, Montessori School, Long Island Rowing Club, Students for 60,000, Coast Guard Auxiliary, High School Baseball Booster Club, Red Hat Society, and the Northport Pride Organizing Committee.

The Paul Effman Band offered a Valentine's Day celebration featuring beautiful love songs from the 1930's in *Love Songs through the Years*. This four-piece band entertained 90 patrons with fresh, new vocal and instrumental arrangements of many beloved tunes.

Kat & Brad, drawing from 50s and 60s pop to American Songbook standards, this vibrant duo from Connecticut fused their influences to create new original songs that sound like old records. Kathleen (Kat) Parks on vocals and fiddle, and Brad Bensko on vocals and guitar are life partners as well as musical partners, which brought a special chemistry and energy to their live performance for the 58 patrons in attendance.

A list of community resources for exercise and fitness classes has been compiled and is available to patrons who wish to continue their weekly workouts once their library sessions have concluded.

Customer Service and Materials Management

Fifty-five boxes have been sent to the Sustainable Shelves program provided by *Baker and Taylor*.

Network and Systems

Chrome, the prevailing web browser at the library, stopped working following a corrupted update creating the need to uninstall and reinstall the browser on every computer in the library.

Innovative Interfaces updated Sierra (online catalog) after the library closed. As usual, the Network & Systems Services Department Head remotely installed this update on staff computers before we opened providing a seamless transition.

Network and Systems

The new digital signage utilizes a custom-designed webpage that sources current program content from the library’s existing online calendar. A variety of options is available, based on screen size and location, including optional rotating banners that highlight library programs and services. A preview is available on the former Pharos queue screens available throughout the buildings.

X. PERSONNEL REPORT

Mrs. Hartough moved to approve “B. New Employees” in the personnel report, seconded by Ms. Elsas and unanimously carried.

Mrs. Elsas moved to approve “D. Retirement” in the personnel report, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve “B. New Employee” in the personnel report addendum, seconded by Ms. White and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney spoke about an incident at the recent Elwood School District Board Meeting.

XII. FUTURE MEETINGS

| | | |
|--------------------------|---------------|------------------------------------|
| Tuesday April 4, 2023 | 9:00am-9:00pm | Library Vote & Election of Trustee |
| Thursday, April 20, 2023 | 10:00am | Regular Board Meeting |
| Thursday, May 18, 2023 | 10:00am | Regular Board Meeting |

XIII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 7:05pm, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted

Michelle Glennon
Secretary

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

PUBLIC INFORMATION MEETING MARCH 21, 2023

The Public Information Meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Community Room on Tuesday, March 21, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 7:30pm. Also present were Jacqueline Elsas, Michelle Glennon, Margaret Hartough, Georganne White, Assistant Director Nancy Morcerf and Director James Olney.

II. PERIOD FOR PUBLIC EXPRESSION

No public attended.

III. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 7:50pm, seconded by Mrs. Glennon and unanimously carried.

Respectfully submitted,



Michelle Glennon
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 **Tuesday, March 21, 2023, at 5:30 PM** in the Board Conference Room.

A G E N D A

- 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
 - E. Acceptance of New York State Annual Report for Public and Association Libraries – 2022 (Motion required)
- VII. Motion to convene in Executive Session to discuss pending litigation (Motion required)
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Tuesday, April 4, 2023, 9:00 AM – 9:00 PM – Library Vote & Election of Trustee
Thursday, April 20, 2023, 10:00 AM – Regular Meeting
Thursday, May 18, 2023, 10:00 AM – Regular Meeting
- XIII. Adjournment

PERSONNEL REPORT

Approval of the Following Personnel Matters
March 21, 2023

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> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

| | | | |
|----------------|-----------------------|------------------------|------------|
| Ann Libbey | PT Librarian I/Step 1 | Adult & Teen Svcs | 04/03/2023 |
| Robert McGrory | PT Librarian I/Step 1 | Children & Family Svcs | 04/17/2023 |

C. Resignations

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

| | | | |
|-----------------|-----------------------|------------------------|------------|
| Rosemary Becker | PT Librarian I/Step 3 | Children & Family Svcs | 03/31/2023 |
|-----------------|-----------------------|------------------------|------------|

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> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

Request for Leave of Absence

| | | | |
|------------------|-------------------------|--------------------|-------------------|
| Ethan Blume | Page/\$15.30 | Adult & Teen Svcs | 04/01/23-04/10/23 |
| Alexandra Figler | PT Librarian I/Trainee | Adult & Teen Svcs | 04/08/23-04/18/23 |
| Lynn Murray | Café Worker/\$15.80 hr. | Community Services | 04/18/23-04/30/23 |

Report approved by Board of Trustees


Secretary

**LIBRARY BOARD MEETING
MARCH 21, 2023**

ACCOUNTS PAYABLE

| | | |
|-----------------|--------------|--|
| 4318 2/15/23 | \$187,193.16 | One Hundred & Eighty Seven Thousand One Hundred and Ninety Three Dollars & Sixteen Cents |
| 4319 3/1/23 | \$194,493.61 | One Hundred & Ninety Four Thousand Four Hundred and Ninety Three Dollars & Sixty One Cents |
| 4320 3/21/23 | \$279,395.60 | Two Hundred & Seventy Nine Thousand Three Hundred and Ninety five Dollars & Sixty Cents |
| 4321 3/15/23 | \$281,823.69 | Two Hundred Eighty One Thousand Eight Hundred Twenty Three Dollars & Sixty Nine Cents |

PAYROLL REGISTER

| | | |
|-----------------|--------------|---|
| 2350 2/17/23 | \$192,357.10 | One Hundred and Ninety Two Thousand Three Hundred Fifty Seven Dollars & Ten Cents |
| 2351 3/3/23 | \$189,812.93 | One Hundred and Eighty Nine Thousand Eight Hundred and Twelve Dollars & Ninety Three Cents |
| 2352 3/17/23 | \$186,586.84 | One Hundred and Eighty Six Thousand Five Hundred and Eighty Six Dollars & Eighty Four Cents |