



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, July 20, 2023**, following the Reorganizational Meeting 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. Nursing Employees' Accommodation Policy (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, August 17, 2023, 10:00 AM – Regular Board Meeting
Thursday, September 21, 2023, 10:00 AM – Regular Board Meeting
- XIII. Adjournment

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF July 20,2023

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday July 20, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:15am. Also present 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 MEETING

Mrs. Elsas moved to approve minutes of meeting of June 15, 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 \$195,933.74, page 4331, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$197,427.80, page 4332, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$75,906.40, page 4333, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$156,017.87, page 4334, seconded by Mrs. Glennon and unanimously carried.

B. Payroll Register

Mrs. Glennon moved to approve payroll of \$201,820.39, page 2359, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$190,889.62, page 2360, seconded by Mrs. Hartough and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

No Communications to Report

VIII. DIRECTOR'S REPORT

Administration

The improvements in the Library Courtyard have been completed. The new pavers and additional lighting make the Library Courtyard a focal point both during the daytime and the evening.

The skylight replacement project will necessitate the removal of the over-grown plant material located on the Larkfield Road side of the East Northport building. This will be completed in the next few weeks to ensure the contractors working on the skylights will have unimpeded access.

Adult and Teen Services

The *Senior Information Fair* was attended by 99 patrons who met with 30 representatives from various organizations which provide programs and services to seniors in the community. Participants included Alzheimer's Disease Resource Center, Andrew Heiskell Braille & Talking Books Library, PSEG, Retired Senior Volunteer Program (RSVP), Suffolk County Office of the Aging, Suffolk County Sheriff's Office, and others.

The library participated in *Vet Fest*, a resource-sharing event held at the Veterans Affairs Medical Center in Northport, to benefit veterans, service members and their families. The library engaged 175 individuals utilizing the Suffolk Cooperative Library System Tech Van to demonstrate several databases available through the library.

The library also participated in Northport Village's first-ever *Pride in the Park*. Staff met with 247 patrons; some participated in a sand art craft, and others met a therapy dog named Hazel or just caught up with staff over their latest reads and/or program experiences.

Buildings and Grounds

Maintenance has been performed on the elevators in both buildings to ensure their readiness for annual inspections scheduled for next month.

The town parking lot located behind the Library in East Northport is in need of repairs. The Town of Huntington has been notified with a request for the issues to be remediated.

Children and Family Services

A new program *Library Playdate* for parents/caregivers with children birth–3 years provided an opportunity for parents and caregivers to connect with one another. Families met and learned about the Library's programs and services for children while their little ones played.

Patrons of all ages had an opportunity to *Meet the Farm Animals* in the Northport Library Courtyard and learn about a variety of farm animals from the Suffolk County Farm and Education Center in Yaphank.

Community Services

Two patrons visited the *Museum of Modern Art* using the Library's Museum Pass program and shared their experience, and appreciation, in an email.

The *Ink Stories* photo exhibit is currently on loan to the Hicksville Public Library.

Dr. Alexander Epelbaum, Medical Director, Robotic Surgery Program at *St. Catherine of Siena Hospital*, discussed the latest treatments for men suffering from an enlarged prostate to 36 patrons. He presented medical and surgical options for Benign Prostatic Hyperplasia (BPH), as well as a new innovative treatment *Aquablation Robotic Therapy*, for lower urinary tract symptoms due to BPH.

NAC Presents! Cross Island, a Long Island collaboration between Suzanne Mueller, cellist; Joseph Rutkowski, clarinetist; and Elinor Abrams Zayas, pianist. Thirty-three patrons enjoyed a mixture of well-loved, familiar works blended with music that is unfamiliar, resulting in unique arrangements.

Copperline performed favorite James Taylor songs, as well as those of artists with whom he collaborated such as Carole King, Bonnie Raitt, Elton John, Jimmy Webb, and the Eagles. Eighty-two audience members are encouraged to sing along and celebrate this special music that has left a lasting impression upon the soul of America.

Marie Mularczyk O'Connell, Candice Baranello, and Lorraine Berger performed a selection of ballads, folk songs, Irish traditional music, and more for 67 patrons. They blended their three dynamic voices in harmonies that lifted spirits, excited senses, and warmed hearts.

Prices of some items in the Library Café were raised due to increasing food and beverage costs.

The museum pass collection has had a few changes. Three passes are not being renewed, *The Planting Fields Arboretum State Historic Park* (gardens are accessible via the *New York State Empire Pass*), *The Quogue Wildlife Refuge* (admission is free), and the *New York City Fire Museum* (low usage). Three new passes are being added, the *AKC Museum of the Dog*

(Manhattan), *The Jewish Museum* (Manhattan), and the *LT Michael P. Murphy Navy SEAL Museum* (West Sayville).

The Friends of the Library are planning an Autumn Tee fundraiser to be held in September. Margaret Johnson, cookbook author, will be the host. Tickets will be \$25.

Customer Service and Materials Management

The Gerald and Piggie video is a hit! Their book circulation has increased since their debut on our Summer Reading Club promotional video.

The hand-made crochet animals on display at the Northport and East Northport building Circulation Desks highlight the artistic talents of one of our clerical supervisors.

Network and Systems

A new digital sign has been installed above the public copiers in the Northport building. A similar display will be installed above the water fountain across from the Circulation Desk in East Northport.

In preparation for the library's annual audit, the Industrial Appraisal Valuation database has been updated to reflect all the changes that occurred during the year as recorded in our internal inventory control system.

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 Ms. White and unanimously carried.

Ms. White 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.

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

Mrs. Glennon 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. Hartough and unanimously carried.

X. NURSING EMPLOYEES' ACCOMMODATION POLICY

Mrs. Hartough moved to approve as amended, Nursing Accommodation Policy (see attached) seconded by Mrs. Elsas and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney shared with the Board an open letter posted by President Obama in support of the American Librarians.

Mr. Olney spoke to the Board in regard to the Self-Assurance Trustee Education Program.

XII. FUTURE MEETING

Thursday, August 17, 2023	10:00am	Regular Board Meeting
Thursday, September 21, 2023	10:00am	Regular Board Meeting

XIII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 11:30am, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted



Michelle Glenn
Secretary

**LIBRARY BOARD MEETING
JULY 20, 2023**

ACCOUNTS PAYABLE

4331 6/21/23	\$195,933.74	One Hundred & Ninety Five Thousand Nine Hundred and Thirty Three Dollars & Seventy Four Cents
4332 7/5/23	\$197,427.80	One Hundred Ninety Seven Thousand Four Hundred and Twenty Seven Dollars & Eighty Cents
4333 7/14/23	\$75,906.40	Seventy Five Thousand Nine Hundred and Six Dollars & Forty Cents
4334 7/20/23	156,017.87	One Hundred & Fifty Six Thousand Seventeen Dollars & Eighty Seven Cents

PAYROLL REGISTER

2359 6/23/23	\$201,820.39	Two Hundred & One Thousand Eight Hundred and Twenty Dollars & Thirty Nine Cents
2360 6/7/23	\$190,889.62	One Hundred Ninety Thousand Eight Hundred and Eighty Nine Dollars & Sixty Two Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters

July 20, 2023

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Joyce Bernat	Café Worker/\$16.50 hr.	Community Services	07/03/23
Michelle DeNunzio	Café Worker/\$16.50 hr.	Community Services	07/03/23
Diane Hood	Café Worker/\$16.50 hr.	Community Services	07/03/23
Jill Krahel	Café Worker/\$16.50 hr.	Community Services	07/03/23
Sophia LoCasio	Café Worker/\$16.50 hr.	Community Services	07/03/23
Barbara Minogue	Café Worker/\$16.50 hr.	Community Services	07/03/23
Lynn Murray	Café Worker/\$16.50 hr.	Community Services	07/03/23
Kyle Lynn	Café Worker/\$16.30 hr.	Community Services	07/03/23
Anna Allacco	Page/\$16.00 hr.	Adult & Teen Svcs	07/03/23
Ethan Blume	Page/\$16.00 hr.	Adult & Teen Svcs	07/03/23
Grace Burkart	Page/\$16.00 hr.	Adult & Teen Svcs	07/03/23
Coletta Caruso	Page/\$16.00 hr.	Children & Family Svcs	07/03/23
Jushin Choi	Page/\$16.00 hr.	Children & Family Svcs	07/03/23
Bailee Cody	Page/\$16.00 hr.	Children & Family Svcs	07/03/23
Nicholas Crafa	Page/\$16.00 hr.	Children & Family Svcs	07/03/23
Alexa Cubicciotti	Page/\$16.00 hr.	Children & Family Svcs	07/03/23
Francesca DeRosa	Page/\$16.00 hr.	Adult & Teen Svcs	07/03/23
Ashley Door	Page/\$16.00 hr.	Adult & Teen Svcs	07/03/23
Lisa Frisoli	Page/\$16.00 hr.	Adult & Teen Svcs	07/03/23
Juliann Gross	Page/\$16.00 hr.	Customer Svc & Mtrls	07/03/23
Marissa Kang	Page/\$16.00 hr.	Children & Family Svcs	07/03/23
Katie Karp	Page/\$16.00 hr.	Adult & Teen Svcs	07/03/23
Jessica Lyle	Page/\$16.00 hr.	Children & Family Svcs	07/03/23
Francesca Malon	Page/\$16.00 hr.	Adult & Teen Svcs	07/03/23
Sophia Malon	Page/\$15.80 hr.	Children & Family Svcs	07/03/23
Sarah Monroy	Page/\$15.80 hr.	Children & Family Svcs	07/03/23
Collen Murphy	Page/\$15.80 hr.	Children & Family Svcs	07/03/23
Lisa Olivieri	Page/\$16.00 hr.	Children & Family Svcs	07/03/23
Adam Razi	Page/\$15.80 hr.	Children & Family Svcs	07/03/23
Zarrah Razi	Page/\$15.80 hr.	Children & Family Svcs	07/03/23
Jennifer Steffann	Page/\$15.80 hr.	Children & Family Svcs	07/03/23
Kelley Swierupski	Page/\$16.00 hr.	Children & Family Svcs	07/03/23
Andy Canadas	Guard/\$21.00 hr.	Security	07/03/23
Robert Norwood	Guard/\$23.09 hr.	Security	07/03/23
Efrain Pena	Guard/\$22.19 hr.	Security	07/03/23
Salvatore Rapisardi	Guard/\$27.11 hr.	Security	07/03/23
Stephen Williams	Guard/\$21.00 hr.	Security	07/03/23
Richard Wilson	Guard/\$21.00 hr.	Security	07/03/23

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Jordan Kuo	Page/S15.80 hr.	Adult & Teen Svcs	07/31/23
Aleesa Masihuddin	Page/S15.80 hr.	Adult & Teen Svcs	07/31/23

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Grace Burkart	Page/S15.80 hr.	Adult & Teen Svcs	07/06/23

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</u>	<u>Department</u>	<u>Effective Date</u>
Request for Leave of Absence			
Kate Karp	Page	Adult & Teen Svcs	08/02/23-08/20/23

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT ADDENDEM

Approval of the Following Personnel Matters
July 20, 2023

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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Jayden Brown	PT Library Clerk/Step 1	Customer Svc & Mtrls	07/24/23
Charlotte A. Stuertz	Page/\$15.80 hr.	Adult & Teen Svcs	07/31/23

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Ashley Door	Page/\$16.00 hr.	Adult & Teen Svcs	08/18/23
Marissa Kang	Page/\$16.00 hr.	Children & Family Svcs	08/17/23
Kelley Swierupski	Page/\$16.00 hr.	Children & Family Svcs	08/15/23

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</u>	<u>Department</u>	<u>Effective Date</u>
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Request for Leave of Absence

Barbara Minogue	Café Worker	Community Services	08/09/23-08/20/23
Lisa Olivieri	Page	Children & Family Svcs	08/12/23-08/27/23

Report approved by Board of Trustees


Secretary



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NURSING EMPLOYEES' ACCOMMODATION POLICY

I. Scope

In conformity with New York Labor Law 206-c, the Northport-East Northport Public Library provides a supportive environment where employees may express breast milk during work hours.

II. Requests for Accommodations

Employees who wish to express breast milk at work, must notify their supervisor in advance — generally before returning to work, if on leave. This allows the Library time to find an appropriate location and adjust schedules if needed.

Employees should submit a written request to their direct supervisor, with a copy to the Library Director. The Library will make every effort to respond to this request within five (5) days.

III. Accommodations

Employees may use their paid break time to express breast milk if they choose or take reasonable unpaid break time to pump breast milk.

Employees are entitled to take breaks every three hours to express breast milk. Employees may take shorter breaks. Longer breaks will be granted if necessary. These breaks may be taken right before, or right after, an employee's regularly scheduled break periods (e.g., lunch), without deduction from those breaks.

Employees may work additional hours, before or after their normal shift, to make up for unpaid breaks taken during the workday, as long as this time falls within the Library's normal work hours. Employees are not required to make up their unpaid break time if they choose.

IV. Lactation Room Requirements

The Library will designate a private room or other location for employees to express breast milk, which is:

- a. In close proximity to the work area;
- b. Well lit;
- c. Shielded from view by others;
- d. Has a door with a lock;
- e. Contains a chair, small table/flat surface and an electrical outlet;
- f. Is not a restroom or toilet stall.

If the lactation room is not the sole purpose of the room, then, when the room is being used for the other purpose(s), another room will be made available that meets these requirements.

If providing a room that meets the above-referenced requirements present an undue hardship (either temporarily or permanently), the Library will still provide a room or other location — other than a restroom or stall — that meets as many of these requirements as possible.

If the Library has a refrigerator, employees may use it to store expressed breast milk. However, the Library is not responsible for ensuring the safekeeping of expressed milk stored in the refrigerator.

V. Non-Discrimination & Retaliation

Employees who choose to express breast milk in the workplace pursuant to this Policy will not be discriminated or retaliated against in any way.