

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF DECEMBER 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 Thursday, December 21, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 11:38am. Also present were Margaret Hartough, Jacqueline Elsas, Michelle Glennon, Assistant Director Nancy Morcerf and Director James Olney. Absent with prior notice was Georganne White.

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 Regular Board meeting of November 16, 2023, seconded by Mrs. Glennon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$805,030.75, page 4348, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$314,482.46, page 4349, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$201,144.39, page 4350, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Mrs. Hartough moved to approve payroll of \$195,858.42, page 2371, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$202,566.00, page 2372, seconded by Mrs. Glennon and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

The Board received a letter of resignation from Board Member Georganne White, (see attached).

Mrs. Glennon moved to approve the following resolution recognizing Ms. White's years of service on the Board of Trustees, seconded by Mrs. Hartough and unanimously carried.

Be it resolved that the Northport-East Northport Public Library Board of Trustees recognizes the more than nine years of dedicated service that Trustee Georganne White provided to the Library and the community. Georganne's contributions to the Board and this Library were intelligent, well-researched, and with heartfelt commitment. The Board valued her leadership, dedication, guidance, and will miss her candid insights.

VIII. DIRECTOR'S REPORT

Administration

This year's annual *Workplace Violence Prevention Training* featured a virtual guest speaker, Ryan Dowd, on *Librarian's Guide to Homelessness*. The Suffolk Cooperative Library System and the central library of Suffolk County provided access to this training. Staff were given insights into the best communication, psychology, and tools to use when working with individuals experiencing homelessness and other types of challenges. This was followed by a discussion led by administration of the best actions for staff to take during challenging situations.

Decorations of poinsettias, cacti and evergreen boughs bring holiday cheer to both buildings.

Adult and Teen Services

Northport High School launched a service learning initiative with local organizations including the library. Our Teen Services librarians provided weekly volunteer activities for student groups in grades 9, 10 and 12. A scheduling conflict prevented students in grade 11 from participating. The students were given a building tour, and an overview of Teen Services programs, services, and collections, before working on specific volunteer activities.

Adult & Teen Services Librarians attended the *Drug & Alcohol Task Force's Color Run*. Our sand art station was very popular with the kids and their families. Despite the rescheduled date, and chilly morning, more than 400 participants ran the race.

Children and Family Services

The library collected 347 letters for the veterans through our displays and outreach with the school district. Each letter was unique, personal, and very touching.

Our *Bluey Bash* was a great success with over 80 patrons in attendance. Participants enjoyed a room full of games and crafts that featured their favorite dog and her family.

ABCmouse is now available to patrons from their home. The ABCmouse curriculum is designed to help young children build a strong foundation for future academic success. Subject areas include reading, math, science, social studies, art, and music.

Community Services

Marc Courtade explored the legacy of one of the greatest and bestselling pop singers of all time, Frank Sinatra, with 17 patrons. The presentation included his role as a film actor, starring in musicals, comedies, and dramas, and an Academy Award winner for *From Here to Eternity*.

A program focusing on the components of making an informed purchase when buying computers and consumer electronics including laptops, iPads, smartphones, smart watches, printers, and tablets was provided to 12 patrons in attendance.

Network and Systems

Magic Desktop software has been installed on a computer in the children's room for the staff to preview. This software is being considered for installation on the public computers in the children room to provide a limited desktop environment with educational content in a fun easy-to-use format.

A new library card printer has been installed in the Customer Service and Materials Management office in Northport. This printer creates double-sided, full-color, library cards for patrons registering at either building.

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 "E Other" in the personnel report, seconded by Mrs. Glennon and unanimously carried.

X. APPROVAL TO PRESENT PROPOSED LIBRARY BUDGET 2024/2025 TO THE COMMUNITY ON APRIL 16, 2024 – RESCHEDULED FROM APRIL 2, 2024

Mrs. Elsas moved to approve proposed Library Budget 2024/2025 to the community on April 16, 2024, seconded by Mrs. Hartough and unanimously carried.

XI. APPOINTMENT OF LIBRARY TRUSTEE DECEMBER 21, 2023 THROUGH APRIL 16, 2024 TO FILL SEAT VACATED BY GEORGANNE WHITE.

Mrs. Elsas moved to approve appointment of Lisa Herskowitz as Library Board Trustee until the next election, seconded by Mrs. Glennon and unanimously carried.

XII. OTHER BUSINESS
No Other Business to Report

XIII. FUTURE MEETING

Thursday, January 18, 2024	10:00am	Regular Board Meeting
Thursday, February 15, 2024	10:00am	Regular Board Meeting
Thursday, March 14, 2024	10:00am	Regular Board Meeting
Tuesday, April 2, 2024	7:30pm	Public Hearing
Tuesday, April 16, 2024	9am-9pm	Library Vote & Trustee Election
Thursday, April 18, 2024	10:00am	Regular Board Meeting
Thursday, May 16, 2024	10:00am	Regular Board Meeting
Thursday, June 20, 2024	10:00am	Regular Board Meeting
Thursday, July 18, 2024	9:30am	Reorganizational Meeting
Thursday July 18, 2024	10:00am	Regular Board Meeting

Mrs. Glennon moved to approve schedule of 2024 Board Meetings, seconded by Mrs. Hartough and unanimously carried.

XIV. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 12:12pm, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted

Michelle Glennon
Secretary



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, December 21, 2023, 11:00 AM** 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
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Approval to present proposed Library Budget 2024/2025 to the Community on April 16, 2024 – rescheduled from April 2, 2024 (Motion required)
- XI. Appointment of Library Board Trustee December 21, 2023 through April 16, 2024 to fill the seat vacated by Georganne White (Motion required)
- XII. Other Business
- XIII. Schedule of 2024 Board Meetings (Draft Calendar) (Motion required)

Thursday, January 18, 2024	10:00 AM
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**LIBRARY BOARD MEETING
DECEMBER 21, 2023**

ACCOUNTS PAYABLE

4348 11/22/23	\$805,030.75	Eight Hundred & Five Thousand and Thirty Dollars & Seventy Five Cents
4349 12/6/23	\$314,482.46	Three Hundred & Fourteen Thousand Four Hundred and Eighty Two Dollars & Forty Six Cents
4350 12/21/23	\$201,144.39	Two Hundred & One Thousand One Hundred and Forty Four Dollars & Thirty Nine Cents

PAYROLL REGISTER

2371 11/24/23	\$195,858.42	One Hundred & Ninety Five Thousand Eight Hundred and Fifty Eight Dollars & Forty Two Cents
2372 12/8/23	\$202,566.00	Two Hundred & Two Thousand Five Hundred & Sixty Six Dollars & Zero Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
December 21, 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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Jack Heaviside	Page	Adult & Teen Svcs	01/01/24
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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</u>	<u>Department</u>	<u>Effective Date</u>
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Request for Leave of Absence

James Noonan	PT Library Clerk	Adult & Teen Svcs	01/01/24-02/04/24
Kathleen Lotito	PT Library Clerk	Customer Svc & Mtrls	01/01/24-02/12/24

Revised Resignation Date

Jordan Kuo	Page	Adult & Teen Svcs	12/16/23
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Report approved by Board of Trustees


Secretary

Georganne White

November 2023

To: Carolyn McQuade, Chairperson

CC: James Olney, Director

Nancy Morcerf, Assistant Director

Margaret Hartaugh, Vice Chairperson

Jacqueline Elsas, Financial Secretary

Michelle Glennon, Secretary

I need to resign my position as Trustee of the Northport-East Northport Public Library due to my many health issues.

It has been a true privilege to serve on the Board for nine years, of the one hundred and nine! Being part of the Library Board has been a highlight in my life, not just as a fiscal instrument of the community following their vision but being part of a Board of Trustees that truly cares for our community and respects each other; always wanting the best for our library. I want to thank our Director and Assistant Director for their guided, organized, and caring leadership. They made the job of Trustee enjoyable as they informed and educated us in so many things.

When I first became a trustee, I decided to base my time as a public library trustee on this passage by Doris Lessing. It continues to inspire me and I hope you find it inspiring as well:

A public library is the most democratic thing in the world.

What can be found there has undone dictators and tyrants:

Demagogues can persecute writers and tell them what to write

As much as they like, but they cannot vanish what has been written

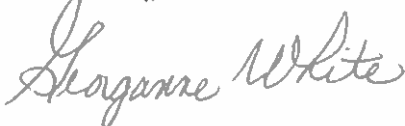
In the past, though they try often enough...People who love

Literature have at least part of their minds immune from indoctrination.

If you read, you can learn to think for yourself. Doris Lessing

I wish you all the best; good health, happiness, and to continue your devotion in leading our library in the coming years.

Most Sincerely,



Georganne White