

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF FEBRUARY 16, 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, February 16, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:03am. 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

Guest Speaker Elizabeth Englert, Head of Children and Family Services, gave an informative presentation of programs in her Department. Ms. Englert spoke about the Library's designation as a Family Place Library.

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Elsas moved to approve minutes of meeting of January 12, 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 \$340,134.71, page 4315, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$196,225.61, page 4316, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$303,411.48, page 4317, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$204,125.35, page 2348, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$193,707.44, page 2349, seconded by Ms. White and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS ACQUISITION, SALE OR LEASE OF REAL PROPERTY

Ms. White moved to convene in Executive Session at 10:37am, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to exit Executive Session and return to regular meeting at 10:55am, seconded by Mrs. Elsas and unanimously carried.

VIII. COMMUNICATIONS

The Board received a letter from staff member Mary Jane Hunt, informing them of her Retirement.

IX. DIRECTOR'S REPORT

Administration

Staff were reminded to take precaution when temperatures drop below freezing, particularly on elevated surfaces like the pedestrian bridge at the Northport building.

The solar panels arrived last week and are being installed on the roof over the reading room in Northport. Now that PSEG has approved the paperwork, the project is progressing at a moderate pace.

Adult and Teen Services

The combined attendance of two movie showings in each building brought more than 200 patrons together to share in the viewing experience.

Forty teen volunteers decorated wooden picture frames with pet designs, paints, and markers for a local animal shelter. Thirty-two teen volunteers also stitched stuffed felt hearts for senior living residents.

A food donation station at the library provided needed resources for the community food pantry housed at the Northport High School.

Buildings and Grounds

The lighting in the gallery at the Northport building has been replaced with LED fixtures. The skylights in the East Northport building are leaking again, particularly during wind-driven rainstorms. Temporary repairs will continue until the skylights are able to be replaced as planned later this year.

Children and Family Services

The Children's Room refresh in Northport was a great success thanks to the staff's flexibility and their hard work of shifting and moving, not just books, but programs, furniture, and toys. The new carpeting, LED lighting, and freshly painted walls has made the space even more welcoming and inviting.

The second *StoryWalk* featuring *Snowmen at Night* has replaced the original story in the *John Walsh Park* adjacent to the East Northport building.

Community Services

Seventy-five patrons chose to *Start the New Year with Healthy Eating* and attended Stephanie Schiff's, a Registered Dietitian Nutritionist and Certified Diabetes Care and Education Specialist at *Northwell Health's Huntington Hospital*, presentation held at the library. Ms. Schiff has also been a featured speaker on *1010 WINS* and *News12 Long Island*.

Maintaining the health and wellness of your bones is one of the most essential aspects of aging. One-hundred-twenty-two town residents participated in this opportunity to get educated about osteoporosis.

Wills and Advance Directives presented by Daniel Okrent of *Nassau Suffolk Law Services* explored the various types of legal documents that are used for estate and disability planning including Will, Power of Attorney, Health Care Proxy, and Disposition of Remains. In addition, a representative of the *Independent Consumer Advocacy Network (ICAN)* unit discussed various aspects of senior home care for the 35 patrons attending.

Forever Simon and Garfunkel celebrated this best-selling duo in rock 'n' roll history. Acclaimed pop artisans and master entertainers Sean Altman and Jack Skuller lead the 85 audience members through Simon and Garfunkel's teenage roots, their early success as a groovy folk act, and their global dominance as hit makers.

Cooking and exercise programs continue to be very popular and are integral to the library's vast offerings of program topics. These programs are designed to be introductory in nature and do not replace an in-depth or series of classes which are available from local businesses.

Customer Service and Materials Management

The children's music CDs have been given a new look, and life, by reclassifying, relabeling, and reshelving, into genres to match the adult collection which has proven to be more user-friendly.

The popularity of the circulating WiFi hot spots has created an opportunity to promote more long-term solutions by providing an informational insert about the *Federal Communications Commission's Affordable Connectivity Program* with the hot spot.

Network and Systems

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 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

Ms. White moved to approve landscape maintenance proposal for March 2023 through December 2024 by Brothers II Landscapers, Inc. for the Northport and East Northport buildings, seconded by Mrs. Hartough and unanimously carried.

XII. FUTURE MEETINGS

Tuesday, March 21, 2023	5:30pm	Regular Board Meeting
Tuesday, March 21, 2023	7:30pm	Public Information Meeting
Tuesday, April 4, 2023	9am-9pm	Library Vote and Election of Trustee
Thursday, April 20, 2023	10:00am	Regular Board Meeting

XIII. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 11:55 am, seconded by Mrs. Glennon and unanimously carried.

Respectfully Submitted



Michelle Glennon
Secretary



Northport-East Northport Public Library

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Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, February 16, 2023, 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(s) (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. Motion to convene in Executive Session to discuss acquisition, sale or lease of real property (Motion required)
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
 - Tuesday, March 21, 2023, 5:30 PM – Regular Meeting
 - Tuesday, March 21, 2023, 7:30 PM – Public Information Meeting
 - Tuesday, April 4, 2023, 9:00 AM – 9:00 PM -- Library Vote & Election of Trustees
 - Thursday, April 20, 2023, 10:00 AM – Regular Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING
FEBRUARY 16, 2023**

ACCOUNTS PAYABLE

4315 1/18/23	\$340,134.71	Three Hundred & Forty Thousand One Hundred and Thirty Four Dollars & Seventy One Cents
4316 2/1/23	\$196,225.61	One Hundred & Ninety Six Thousand Two Hundred and Twenty Five Dollars & Sixty One Cents
4317 2/16/23	\$303,411.48	Three Hundred & Three Thousand Four Hundred and Eleven Dollars & Forty Eight Cents

PAYROLL REGISTER

2348 1/20/23	\$204,125.35	Two Hundred and Four Thousand One Hundred and Twenty Five Dollars & Thirty Five Cents
2349 2/3/23	\$193,707.44	One Hundred and Ninety Three Thousand Seven Hundred and Seven Dollars & Forty Four Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
February 16, 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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Christopher Glaser	PT Librarian I/Step 1	Adult & Teen Svcs	02/27/2023
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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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MaryJane Hunt	Librarian II/Step 20+	Adult & Teen Svcs	02/28/2023
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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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Report approved by Board of Trustees


Secretary

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
February 16, 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>
	Kyle Lynn	Café Worker/\$15.80 hr.	Community Services	02/21/2023
C. Resignations	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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>

Report approved by Board of Trustees



Secretary