

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING APRIL 19, 2018

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 April 19, 2018.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:05am. Also present were Georganne White, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was Jacqueline Elsas.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

Mrs. McGrail shared with the Board how pleased patrons are with the new and improved lighting in the East Northport Building.

V. MINUTES OF PREVIOUS MEETING

Mrs. Bensimon moved to approve minutes of March, 27, 2018, seconded by Mrs. McGrail and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Ms. White moved to approve warrant for \$179,584.17, page 4119, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$88,630.13, page 4120, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$3,226.33, page 4121, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$191,978.30, page 4122, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$186,520.80, page 2212, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve payroll of \$196,780.35, page 2213, seconded by Ms. White and unanimously carried.

- C. Review of Monthly Expenditures
- D. Review of Statistical Summary
- VII. ACCEPTANCE OF RESULTS OF THE LIBRARY BUDGET VOTE AND ELECTION OF TRUSTEE.
Mrs. Bensimon moved to accept results of the Library Budget vote and Election of Trustee, seconded by Ms. White and unanimously carried(see attached).
- VIII. COMMUNICATIONS
No communications to report
- IX. DIRECTOR'S REPORT

Administration

The first of three seminars on training staff in how to respond to an active shooter incident was astutely presented, particularly in light of the sensitivity of the topic, by a Suffolk County Police Homeland Security Department Detective.

The Suffolk Cooperative Library System was able to negotiate a discount for institutional membership to the New York Library Association (NYLA). Participation in professional associations has always been encouraged and an institutional membership at our level includes 15 staff memberships and 5 trustee memberships.

A meeting with a representative from the printer who prepares *The Library* newsletter reviewed the mailing routes with a focus on mailing routes serving more than one library district to determine if any of our residents were being excluded.

Incomplete online library card registrations led to a review of application procedures. Resulting recommendations are to accept electronic copies of address verification while continuing to mail new cards as a secondary address verification.

In comparing the library vote results with the other libraries in Suffolk County holding their vote on the common vote day, our total number of affirmative votes as well as the total number of voters was the third highest in the county, surpassing districts with a significantly larger population.

The public libraries in the towns of Huntington and Smithtown have decided to coordinate a voter registration drive in early August to appeal to the most recently eligible voter demographic that might be leaving for college.

Buildings and Grounds

The new water cooler and filter at East Northport has saved the environment more than 300 plastic bottles within the first two months of operation. A second unit has already been ordered to replace the leaking water fountain at Northport.

Two pine trees located on the Scudder Avenue side of the Northport building were deemed unsafe by the library's arborist following the damage they suffered from a winter storm and have subsequently been removed.

The LED lighting conversion has been completed at East Northport. This last phase converted all the lower level lighting and main floor specialty fixtures, including chandeliers.

Network and Systems

AC adapters are now available for the emergency alert buttons that are installed at each public service desk. Moving from the original battery power to a wall plug has greatly improved their reliability and range.

Power stations that feature USB charging ports have been installed in the study room in Northport. Retaining clips were printed using the 3D printer so these small devices could be secured to the countertops.

Community Services

The presentation on an anti-inflammatory diet by Patrick Moran, Registered Dietician with Northwell Health, educated 83 patrons in attendance to what makes up an anti-inflammatory diet, how to incorporate these foods into their diet, and the role inflammation plays in health.

The performance of *Just Sixties* had 110 fans relive the music, fads, and culture of the sixties with hits from the Beatles, the Beach Boys, the Rolling Stones, Janis Joplin, Sonny and Cher, the Monkees, and more. Audience members also participated in trivia quizzes and tested their knowledge about the most memorable decade in music history.

Sponsored by the *Northport Arts Coalition*, directors and founders of the New York Arabic Orchestra, Bassam Saba and April Centrone, presented classical and contemporary Arabic music to 37 patrons in attendance.

Adult and Teen Services

The library has added a new subscription for a streaming video service called *Kanopy* which includes 30,000 classic movies, independent films, documentaries, and instructional films.

The *Adult Winter Reading Club* concluded on March 9 with a record-breaking 352 total submissions. Written submissions exceeded online entries for the first time too, 208 to 144, respectively. This increase may be attributed to Circulation Staff inserting the *Read and Rate* forms into the books on hold.

Despite a delayed opening due to snow, the *Job Fair* was a success with 105 patrons attending in the abbreviated session. The library partnered with *One-Stop* to coordinate this program who reflected that they look forward to program at the Northport-East Northport Public Library because of the quality of job candidates.

Children and Family Services

The *Galaxy Cookies* program provided an out-of-this-world decorating opportunity for 17 Star Wars fans.

An educator from the *Cradle of Aviation Museum* visited our Museum Cove airport and propelled 19 young minds into the physics of flight in the *How Does it Fly? STEAM* program.

X. PERSONNEL REPORT

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

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

XI. OPIOID OVERDOSE PREVENTION PROGRAM POLICY Ms. White moved to approve Opioid Overdose Prevention Program Policy, seconded by Mrs. Bensimon and unanimously carried.(see attached).

XII. OTHER BUSINESS

No other Business to report

XIII. DATES OF FUTURE MEETING

Thursday, May 17, 2018	10:00am	Regular Board Meeting
Thursday, June 21, 2018	10:00am	Regular Board Meeting

XIV. ADJOURNMENT

Mrs. Bensimon moved to adjourn meeting at 11:35am, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted



Judith Bensimon

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, April 19, 2018, at 10:00 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. Acceptance of results of the Library Budget Vote and Election of Trustee (Motion required)
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Opioid Overdose Prevention Program Policy (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:
Thursday, May 17, 2018 – Regular Meeting
Thursday, June 21, 2018 – Regular Meeting
- XIV. Adjournment

**LIBRARY BOARD MEETING
APRIL 19, 2018**

ACCOUNTS PAYABLE

4119 4/4/18	\$ 179,584.17	One Hundred Seventy Nine Thousand, Five Hundred Eighty Four Dollars, & Seventeen Cents
4120 4/19/18	\$ 88,630.13	Eighty Eight Thousand, Six Hundred Thirty Dollars, & Thirteen Cents
4121 4/16/18	\$ 3,226.33	Three Thousand, Two Hundred Twenty Six Dollars, & Thirty Three Cents
4122 4/18/18	\$ 191,978.30	One Hundred Ninety One Thousand, Nine Hundred Seventy Eight Dollars, & Thirty Cents

PAYROLL REGISTER

2212 4/6/18	\$ 186,520.80	One Hundred Eighty Six Thousand, Five Hundred Twenty Dollars, & Eighty Cents
2213 4/20/18	\$ 196,780.35	One Hundred Ninety Six Thousand, Seven Hundred Eighty Dollars, & Thirty Five Cents

VII. Acceptance of results of Library Budget Vote and Election of Trustee
(Motion required)

I, CLAIRE J. SARSER, Clerk of the Special District Meeting of Northport-East Northport Public Library held on April 10, 2018, do hereby CERTIFY the following returns on the voting on the proposed Library Budget 2018/2019 and to elect a Library Trustee for a term of five years.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

PROPOSITION NO. 1:
PROPOSED LIBRARY BUDGET
\$ 10,074,100

<u>YES</u>	<u>NO</u>
346	71

TOTAL VOTES CAST FOR BUDGET 417

TOTAL VOTES CAST FOR TRUSTEE 370

LIBRARY TRUSTEE

Elizabeth McGrail	362
Joe Sabia (write in)	2
Frances Byrne (write in)	1
Samantha Gross (write in)	1
Brett Jones (write in)	1
Colette Malik	1
Mickey	1
Arnold Schwarzenegger	1



Claire J. Sarsar, Clerk of the Special District Meeting

**TALLY SHEET
SPECIAL DISTRICT MEETING
NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
APRIL 10, 2018**

PROPOSITION – ANNUAL LIBRARY BUDGET

	YES	NO
EAST NORTHPORT		
Tabulator T1161	138	20
NORTHPORT		
Tabulator T1160	170	41
ABSENTEE BALLOTS	38	10
AFFADAVIT BALLOTS	0	0
GRAND TOTALS	346	71

LIBRARY TRUSTEE

	<u>Elizabeth McGrail</u>	<u>Write In</u>	
EAST NORTHPORT			
Tabulator T1161	147	2	Frances Byrne Samantha Gross
NORTHPORT			
Tabulator T1160	173	5	Mickey Brett Jones Joe Sabia (2) Colette Malik
ABSENTEE BALLOTS	42	1	Arnold Schwarzenegger
AFFADAVIT BALLOTS	0	0	
GRAND TOTALS	362	8	

TOTAL NUMBER OF VOTES CAST FOR BUDGET

Northport 211 East Northport 158 Absentee 48 Affidavit 0 TOTAL 417

TOTAL NUMBER OF VOTES CAST FOR TRUSTEE

Northport 178 East Northport 149 Absentee 43 Affidavit 0 TOTAL 370

PERSONNEL REPORT
Approval of the Following Personnel Matters
April 19, 2018

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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C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Charles Bravo	Guard/\$18.68 hr.	Security	04/10/18
Peter Perotti	Guard/\$19.09 hr.	Security	04/10/18
Carolyn Cooney	Page/\$11.00 hr.	Circulation – EN	05/11/18
Leslie Reyman	Permanent PT Librarian I/Step 1	Adult & Teen Svcs	06/12/18

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

Natalie Van Wickler	Page/\$11.00 hr.	Children & Family Svcs	06/25/18 – 07/06/18
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Report approved by Board of Trustees



 Secretary



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Opioid Overdose Prevention Program Policy

To combat the continuing rise in opioid related deaths in New York State and potentially save a life, the Northport-East Northport Public Library has instituted an Opioid Overdose Prevention Program Policy. This document sets forth the required policies necessary to provide and maintain intranasal (IN) naloxone on-site to ensure ready and appropriate access for use during emergencies to any patron or staff member suspected of having an opioid overdose.

New York State, laws have been amended to allow New York State's Public Libraries to participate in opioid overdose prevention programs by partnering with a New York State Department of Health (NYSDOH) Registered Opioid Overdose Prevention Program operated by another organization. Public Libraries who choose to participate and acting reasonably and in good faith, shall not be subject to criminal, civil or administrative liability solely by administering naloxone and may maintain IN naloxone on-site in adequate supplies. Choosing to participate permits employees who volunteer to be trained in accordance with public health laws to administer IN naloxone without liability.

Opioid Overdose Prevention Program Procedures

A library staff member designated to serve as the Library Liaison will contact a New York State Department of Health (NYSDOH) Registered Opioid Overdose Prevention Program that is operated by another organization to partner with the library. The Library Liaison will coordinate with the NYSDOH Registered Opioid Overdose Prevention Program partner to receive intranasal (IN) naloxone overdose kits. The Library Liaison will coordinate required NYSDOH approved training for staff and oversee on-site storage, inventory, and reporting of IN naloxone kit supplies. The Library Liaison will report back to the NYSDOH Registered Opioid Overdose Prevention Program partner whenever IN naloxone is administered or needs to be replaced because of expiration.

The Northport-East Northport Public Library will work with their NYSDOH Registered Opioid Overdose Prevention Program partner so that library staff can become trained overdose responders (TORs) and be able to administer IN naloxone in the library. TORs must complete the NYSDOH approved training. After successful completion of the mandatory training, the individual will receive a certificate of training in opioid overdose prevention valid for 2 years.

The Library Liaison must maintain a current list of all trained staff. The list will be maintained in a location designated by library administration. The Library Liaison will schedule annual training to ensure that understanding and skills in opioid overdose response are current and timely.

IN naloxone overdose kits will be stored consistent with the manufacturers' guidelines in the Automated External Defibrillator (AED) cases. The Library Liaison must monitor and maintain a log of naloxone expiration dates and other information required by the NYSDOH Registered Program partner. The on-site inventory and placement of naloxone will be accounted for weekly by the Library Liaison.

The Library Liaison will report back to the NYSDOH Opioid Overdose Prevention Program partner whenever naloxone is administered or needs to be replaced because of expiration. Incident reports will also be completed as per library policy whenever naloxone is administered. Copies of all reports will be kept to allow evaluation of the opioid overdose program.

Someone experiencing an opioid overdose needs immediate medical attention and emergency response intervention. Call 911 immediately. Be sure to state that an overdose is suspected. Implement the library's emergency response procedures and these opioid overdose procedures. Follow the Library's policy of emergency notification, reporting and documentation.