

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING SEPTEMBER 20, 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, September 20, 2018.

I. CALL TO ORDER

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

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

V. MINUTES OF PREVIOUS MEETING

Mrs. Bensimon moved to approve minutes of August 16, 2018 meeting, seconded by Mrs. Elsas and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$287,328.35, page 4136, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$195,864.61, page 4137, seconded by Ms. White and unanimously carried.

Ms. White move to approve warrant for \$142,089.07, page 4138, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$197,807.04, page 2222, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$12,795.23, page 2223, (DERERRED COMP-DIRECT PAY) seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve payroll of \$194,846.46, page 2224, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$77,310.41, page 2225, (DEFERRED COMP-OMNI TSA), seconded by Mrs. Bensimon and unanimously carried.

C. Review of Monthly Expenditures

D. Review of statistical summary

VII. COMMUNICATIONS

Mrs. Hartough read a Thank You Letter from the Glennon Family.

VIII. Intergrating Technology into Children & Family Services
(Presentation by Lisa Herskowitz, Head of Children & Family Services)

IX. DIRECTOR'S REPORT

Administration

The League of Women Voters reported that our voter registration event was a big success. Thirteen Library patrons were enrolled into the democratic process that day.

As part of our ongoing safety initiative, steel doors with deadbolts and peepholes have been installed leading into staff areas to create safe rooms for shelter during emergencies.

The Northport Community Room has been repainted, new chair rails fitted, new floor covering installed, and lighting reconfigured and upgraded to LED. Bronze statues from Eileen and Pat Minogue are now adorning the Community Room entry and a new closet to store chairs or tables when not in use allows for greater meeting room capacity.

Buildings and Grounds

Tamper-resistant electrical outlets have been used to replace the old and add new electrical outlets in the meeting room to improve safety and accessibility.

The gardens have been given special attention to ensure they are appropriately representing the memorials for which they were planted.

The carpeting in the lower-level study room in Northport had developed a run and was replaced with spare carpet tiles from a previous job. Spare carpet tiles are referred to as "attic stock" which is useful to make small repairs but often will not match the aged look of neighboring tiles. Utilizing "attic stock" to re-carpet an entire room maintains a uniform look and also reduces the burden on our limited storage space.

The septic tank at the East Northport building requires quarterly pumping to maintain the system. This frequency is based on the limited capacity of the tank and the age of the system.

Network and Systems

The main network switches, following seven years of use, have been replaced in both buildings. The previous switches had reached their end-of-life status discontinuing security updates and new part availability. The new switches are able to transfer a larger capacity of data and at a greater rate.

The Northport Community Room screen has developed an oily residue on the viewing surface. This has been determined to be a result of the reflective coating separating from the screen. This defect is covered under warranty so a replacement screen has been ordered.

There were 7,120 WiFi sessions recorded for the month of August, setting a new record high.

Circulation

Some patrons are not getting updates from the auto renewal service which relies on email communication to inform them of the date due status of an item. This has been an issue particularly for patrons who do not have an email address in their record, do not regularly check their email, or for those who have selected to receive their notices from the library by postal mail.

Community Services

The weather cooperated for three out of the four scheduled outdoor concerts held in the Library Courtyard. *Coco* (Disney PIXAR) was selected as this year's outdoor movie on the big blow-up screen.

Summertime at the library provided patrons the opportunity to travel to New York City both virtually (*The High Line: New York's Park in the Sky*) and in reality (*On-Your-Own Train Trip to New York City*). Patrons were invited to learn new hobbies (*Siamese Mah Jongg* and *Seascape Painting*), prepare for emergencies (*Emergency Preparedness Program*) and become educated about local health concerns (*Lyme and Tick-Borne Disease*). Patrons planned for the future (*Top Ten Things to Consider for Yourself or an Aging Loved One* and *Elder Law Update*) and explored local history (*Remembering the Ladies: Long Island women During the Revolutionary War*). Patrons enjoyed a play (*Funny Girl*), experienced Japanese cuisine (*A Taste of Japan*), and met wild animals (*Meet Your Wild Neighbors*). This is just a sampling of the vast library programming from which patrons may choose.

The Friends of the Library is seeking additional members and volunteers to fill vacant board positions.

Adult and Teen Services

The Adult Summer Reading Club had 74 patrons read 385 books and the Teen Summer Reading Club had 101 teens read 350 books.

To promote the newly introduced Nintendo Switch game collection, a display featuring books about gaming was featured in both buildings and the manuscript case in Northport displayed Nintendo consoles from the 80's to present. The displays were incredibly popular with patrons of all ages who reminisced and took photos to share with their family and friends.

Children and Family Services

The Summer Reading Club (SRC) theme *Libraries Rock* encouraged 1,114 children to join the club and read a combined 6,207 hours. The most significant increase this year was the number of hours read, 1,009 more than last year. This may have been a result of promoting and visually documenting a goal of 6,000 hours of reading. The 5th Avenue Elementary School earned the Summer Reading Recognition Plaque again this year with 49.8% student participation. Many public libraries encourage online SRC reporting; however, only eight children chose to use our online option. Parents and children value the personal attention given when interacting with our SRC pages and choose to visit their library in person.

The new Superhero Collection has been flying off the shelves. Board books, picture books, graphic novels, fiction and non-fiction Marvel and DC titles are featured in a unified Superhero Collection designated by a "SH" on the spine label. This allows patrons to easily browse for their favorite superheroes in one section.

X. PERSONNEL REPORT

Ms. White moved to approve "A. Salary Increase" in the personnel report, seconded by Mrs. Bensimon and unanimously carried.

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

Mrs. Elsas moved to approve "C. Resignation" in the personnel report, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve "D. Retirement" in the personnel report, seconded by Ms. White and unanimously carried.

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

XI. REVISION OF CONFERENCE & TRAVEL POLICY

Ms. White moved to approve revision of Conference and Travel Policy, seconded by Mrs. Bensimon and unanimously carried.(see attached)

XII. REVIEW OF MAINTENANCE OF PUBLIC ORDER POLICY

Mrs. Bensimon moved to approve Maintenance of Public Order Policy, seconded by Mrs. Elsas and unanimously carried.(see attached)

XIII. REVISION OF NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY BY-LAWS

Motion to be requested at October Meeting

XIV. OTHER BUSINESS

Board members answered a questionnaire from the Library's Auditor regarding Fraud Prevention.

Mr. Olney spoke of repairs to the retaining wall.

Ms. White moved to accept donation of an *Abstract in Stone*, an art sculpture created and owned by Lawrence Scholss, seconded by Mrs. McGrail and unanimously carried.

Mrs. Hartough read a notice of retirement from Maryann Cunningham.

SCLS will hold a meeting on October 23, 2018 to elect a Trustee to serve on the System Board.

XV. DATES OF FUTURE MEETINGS

Thursday, October 18, 2018	10:00am	Regular Meeting
Thursday, November 15, 2018	10:00am	Regular Meeting

XVI. ADJOURNMENT

Mrs. Hartough moved to adjourn the meeting at 12:50 pm, seconded by Mrs. McGrail and unanimously carried.

Respectfully submitted,



Judith Bensimon

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, September 20, 2018, 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 - (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. Integrating Technology into Children & Family Services
(Presentation by Lisa Herskowitz, Head of Children & Family Services)
- IX. Director's Report
- X. Personnel Report (Motion required) (To be distributed at meeting)
- XI. Revision of Conference & Travel Policy (Motion required)
- XII. Review of Maintenance of Public Order Policy
- XIII. Revision of Northport-East Northport Public Library By-Laws
(Motion to be requested at October Meeting) (To be distributed at meeting)
- XIV. Other Business
- XV. Date of next library board meetings:

Thursday, October 18, 2018, 10:00 AM – Regular Board Meeting
Thursday, November 15, 2018, 10:00 AM – Regular Board Meeting
- XVI. Adjournment

**LIBRARY BOARD MEETING
SEPTEMBER 20, 2018**

ACCOUNTS PAYABLE

4136 8/22/18	\$ 287,328.35	Two Hundred Eighty Seven Thousand, Three Hundred Twenty Eight Dollars, & Thirty Five Cents
4137 9/5/18	\$ 195,864.61	One Hundred Ninety Five Thousand, Eight Hundred Sixty Four Dollars, & Sixty One Cents
4138 9/20/18	\$ 142,089.07	One Hundred Forty Two Thousand, Eighty Nine Dollars, & Seven Cents

PAYROLL REGISTER

2222 8/24/18	\$ 197,807.04	One Hundred Ninety Seven Thousand, Eight Hundred Seven Dollars, & Four Cents
2223 8/24/18	\$ 12,795.23	Twelve Thousand, Seven Hundred Ninety Five Dollars, & Twenty Three Cents DEFERRED COMP – DIRECT PAY
2224 9/7/18	\$ 194,846.46	One Hundred Ninety Four Thousand, Eight Hundred Forty Six Dollars, & Forty Six Cents
2225 8/24/18	\$ 77,310.41	Seventy Seven Thousand, Three Hundred Ten Dollars, & Forty One Cents DEFERRED COMP – OMNI TSA

PERSONNEL REPORT
Approval of the Following Personnel Matters
September 20, 2018

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Regina Sammis	PT Librarian Trainee/18 credits	Youth & Family Svcs	08/20/18
Anna Schwen	PT Librarian Trainee/18 credits	Adult & Teen Svcs	09/03/18

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Mona Boyd	PT Librarian/Step 1	Adult & Teen Services	09/24/18
Michelle McCauley	PT Librarian/Step 1	Adult & Teen Services	09/24/18
Patrick Haubeil	Page/\$ 11.00 hr.	Circulation – NPT	09/28/18
Laura O'Donohoe	Page/\$ 11.00 hr.	Circulation – EN	10/01/18

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Ariana Velazquez	Page/\$ 11.00 hr.	Circulation – NPT	10/02/18

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Marianne Cunningham	Senior Library Clerk/Step 16	Adult & Teen Svcs	01/30/19

E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Promotion			
Emily Sherman	PT Library Clerk/Step 1* * previously Page	Adult & Teen Services	09/24/18

Request for Leave of Absence

Joyce Bernat	Cafe Worker/\$15.00 hr.	Community Services	10/12/18 – 11/04/18
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Report approved by Board of Trustees



 Secretary

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY CONFERENCE & TRAVEL POLICY

The Library encourages all employees to participate in relevant conferences, workshops, and organizations for professional development, time and funds permitting.

CONFERENCE REQUEST FORM

Attendance at any conference or in-service training must be approved in advance by the Director. Staff requesting travel support for a conference must complete a **Conference Request Form**. Staff must ensure that all fields of information are completed. Staff must submit the form through their Department Head to the Director for review. The form will be returned to the staff member informing of the decision.

Reimbursement of expenses incurred will be approved, after submission of original and documented receipts, by the Board of Trustees at its regular Board meeting.

CONFERENCE TIME

Conference hours are included within the thirty-five hour weekly schedule. Employees attending a full-day conference will be credited for a maximum of seven hours worked. Sundays will be credited at straight-time.

ALLOWABLE EXPENSES

Reimbursement will be made for actual and reasonable expenses incurred for registration, transportation, meals, lodging, and other necessary business expenses. If group rates for travel/lodging are available, those rates will be used. Expenses must be reported on an actual cost basis (substantiated with receipts). All reimbursable expenses must have a business purpose and will be subject to review and adjustment.

Lodging

Travelers should use standard accommodations in reasonably priced hotels. Since hotel reservations are typically guaranteed to assure lodging for late arrivals, travelers are required to cancel these reservations in a timely manner to prevent no-show charges.

Cancellations

Except under extenuating circumstances, the Northport-East Northport Public Library will not reimburse expenses due to a traveler's failure to cancel his or her conference registration and/or

Except under extenuating circumstances, the Northport-East Northport Public Library will not reimburse expenses due to a traveler's failure to cancel guaranteed room reservations.

Gratuities For Hosts

Should the traveler decide to stay with colleagues, family or friends in lieu of a hotel, the traveler may request reimbursement for gratuity expenses of a reasonable value (for example, flowers, a gift certificate, or a meal) offered to the hosts. These gratuities would be in place

XI. Revision of Conference & Travel Policy (Motion required)

of meals and/or lodging for the accommodations and/or meals provided by the host. Explanation of such items should be submitted with the travel voucher.

Telephone Calls

Reimbursement for use of personal cell phones will be approved for business related calls only.

Sales Tax Exemptions

The Northport-East Northport Public Library is a sales tax-exempt organization. Prior to traveling, you should contact the Accounting department Administration to obtain a Tax-Exemption Certificate completed Form ST-129 if you are planning to stay at a hotel in New York State only. Northport-East Northport Public Library Tax-Exemption Certificates are not valid outside of New York State.

Meals

The Northport-East Northport Public Library will reimburse travelers for the reasonable cost of their own meals and tips while on library business. The cost of meals varies widely. IRS will be consulted.

When meal expenses include charges for individuals other than the traveler (which have been pre-approved), the receipt must state the name(s), the business purpose(s), and the date of the meal. Original receipts for meals must be submitted with the travel voucher for reimbursement.

Alcohol

No alcohol may be charged as either a direct or indirect expense.

Miscellaneous

Miscellaneous expenses must be itemized and documented. Please obtain receipts for all amounts whenever possible. Examples include:

- Business or work expenses associated with baggage handling and storage, including excess baggage charges and tips
- Telephone calls home of a reasonable amount
- Business telephone calls
- Internet connect fees at a hotel
- Tips

PLANES, TRAINS & AUTOMOBILES

Air Travel & Related Expenses

Air travel will be reimbursed for coach airfare only. Air travel is restricted to regularly scheduled commercial airlines. All travel arrangements should be made in advance, as airfare booked early can often be obtained at a much lower rate. Before committing to a deeply discounted ticket carrying a substantial penalty for cancellation, individuals should make certain that they can adhere to the planned itinerary.

XI. Revision of Conference & Travel Policy
(Motion required)

Lost or Damaged Items

Lost or damaged baggage, clothing, or other personal items are the responsibility of the traveler. **Recovery for such personal losses may be available through the employee's homeowner's insurance.**

Parking

Parking expenses will be reimbursed, but travelers must use long-term, lower cost parking lots when available on trips of more than 24 hours. Once at the destination, travelers should use hotel shuttles which may be available free of charge or for a nominal fee.

Personal Automobiles/Mileage Reimbursement

All conference travel for individuals using their personal vehicles must be pre-approved by the Director. Reimbursement for use of personal vehicles will be at the IRS mileage rate. **effective July 1 for the current fiscal year.** Carpooling is strongly encouraged. Please note that no reimbursement will be made for the cost of repairs to personal vehicles, regardless of whether the costs result from business travel or whether they result from acts of the traveler or another individual. It is the obligation of the owner/operator of a personal vehicle being used for library business to have a valid driver's license and carry adequate insurance for his or her protection and the protection of any passengers. Employees are responsible for any tickets and fines incurred.

Taxis, Shuttles, and Car Service

Other transportation expenses include the cost of taxis, airport vans, and public transportation while on library business. The library will reimburse the traveler for these expenses, including reasonable tips. Receipts are required for reimbursement of these expenses.

Rail Travel

Coach accommodations should be used for trips shorter than seven (7) hours of travel on the train.

NON-REIMBURSABLE EXPENSES

The library will not provide reimbursements for travel expenses of spouses or others who accompany **other** employees on library business, except in unusual circumstances which require their presence. These exceptions must be approved in advance and in writing by the Director and the Library Board.

The following is a list of personal expenses (in addition to those that have been identified in other sections of the policy), which are not eligible for reimbursement as library business expenses:

- Amenities such as movies or in-room bars
- Childcare, baby-sitting, house-sitting, or pet-sitting costs
- Any personal clothing or accessories
- Grooming expenses such as haircuts and toiletries

XI. Revision of Conference & Travel Policy
(Motion required)

- Prescriptions, over-the-counter medication, or other medical expenses
- Magazines, books, or other personal reading materials
- Expenses related to non-library activities or personal time off taken before, during, or after a business trip
- Airline club membership dues
- Airline travel insurance costs
- Incremental costs for first or business class airline tickets

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY MAINTENANCE OF PUBLIC ORDER POLICY

I. PURPOSE

The Northport-East Northport Public Library is chartered by the State of New York to meet the educational, information, cultural, and recreational needs of the community it serves. In order to ensure an atmosphere conducive to these purposes, the following rules, regulations, and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the library facilities and grounds by all Library patrons, visitors, and employees, in accordance with Section 262 of the Education Law of the State of New York.

II. CONDITIONAL PERMISSION FOR USE OF LIBRARY FACILITIES

As a condition for the use of Library premises, Library patrons, visitors, and employees, who enter upon or remain at the Library facilities, agree that they shall be subject to these rules and regulations. Failure to comply with the same shall constitute grounds for their immediate ejection as a trespasser, suspension of Library borrowing privileges and revocation of rights to enter upon Library premises for up to one year, and other action as deemed appropriate by the Library Board of Trustees. The Director or his/her designee is empowered to enforce the rules and regulations promulgated by the Board of Trustees.

III. PURPOSE OF USE OF LIBRARY FACILITIES

The use of Library facilities and entry onto Library premises shall be limited to employees of the Library in the performance of their duties, and patrons and visitors to the Library facilities and offices for Library related purposes such as research, reading, selecting, returning, and borrowing of books and materials, conducting business with the Library, and attendance at educational conferences, meetings, programs and concerts authorized or conducted by the Board of Trustees or other library personnel. Any person who, while lawfully at such Library facilities, causes or attempts to cause physical injury to the person or property of another, or willfully causes or attempts to cause physical damage to books and other Library materials or property, or interferes with another's lawful use of the Library, or enters in unauthorized areas, refuses to comply with the directives of the Library Director or other authorized personnel, willfully disrupts library functions or programs authorized by Library personnel, damages, alters, mars or defaces library books and related materials or property, transports illegal drugs, alcoholic beverages, fireworks, firearms, or weapons onto Library premises, or who violates the annexed Rules of Conduct, shall be deemed to be a trespasser and in violation of these rules and regulations.

IV. PROCEDURES

- While the Northport-East Northport Public Library facilities are open, the Library Director or his/her designees, in the first instance, shall be responsible for the enforcement of the rules and regulations. Any violation thereof shall be immediately

XII. Review of Maintenance of Public Order Policy

reported to the Library Director or his/her designee who shall thereupon immediately make inquiry of the facts and circumstances surrounding the complaint, and who may thereupon either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the Library Director or his/her designee, such Library Director or designee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal Law. The Library Director shall forthwith make a report to the Board of Trustees.

- When the Library Director or his/her designee is not present, the Library employee-in-charge, upon observing and being informed of any violation of these rules and regulations, is authorized to make inquiry of the facts and circumstances surrounding the violation and any such employee may either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the employee-in-charge, such employee-in-charge is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and sign any information as necessary charging said violator with the appropriate violation of the Penal Law. Subsequently, such Library employee-in-charge, at the first opportunity shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulation to the Library Director.
- The Library shall indemnify and save harmless the Library Director, his/her designee, or any Library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel.
- In addition to all of the foregoing summary remedies against the trespasser and/or person in violation of Law and these rules and regulations, the Library Director may thereafter, in his/her sole discretion, take the following action with respect to the following categories or persons:
 - 1) Library patrons: Persons qualified for registration as a borrower of library books and materials may have their privileges to enter and/or use the Library's facilities and/or services suspended for a period not to exceed one year.
 - 2) Visitors: Said persons may be subject to the revocation of their privilege to enter upon library property for a period not to exceed one year. The Northport-East Northport Library Director may, at his/her discretion, notify other agencies of actions taken and the individuals involved.
 - 3) Library personnel: Employees are subject to the provisions of this policy, applicable portions of the Civil Service Law; the Education Law and other applicable laws; and pertinent personnel policies adopted by the Library Board of Trustees and may be disciplined, censured, suspended, or discharged accordingly.

V. APPEALS PROCEDURE

- Appeals by Library patrons and visitors relating to suspension of Library service privileges and/or revocation of their privileges to enter upon Library premises shall be made to the Board of Trustees. Appeals by Library personnel shall be subject to the provisions of the Civil Service Law, Education Law, and other applicable provisions of law, and personnel policies of the Board of Trustees.

- Each person, not an employee of the Library, shall have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action of the Library Director suspending borrowing privileges or revoking their license to enter upon library premises. The Board of Trustees, or their designee, shall convene a hearing within thirty (30) days of submission of such notice of appeal, at which time and place the Director shall have the initial burden of presenting clear and convincing evidence of the violation of this policy or the Rules of Conduct and the aggrieved shall be afforded the opportunity to respond and to present testimony. Within fourteen (14) days of such hearing, the Board of Trustees shall render a decision in writing. The decision of the Library Director shall be upheld if after review of all evidence presented the Board of Trustees determines that the Director's decision is supported by substantial evidence.