

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING JANUARY 17, 2019

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, January 17, 2019.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 11:13am. Also present were Jacqueline Elsas, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was Georganne White.

II. PLEDGE OF ALLIGENCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. McGrail moved to approve the minutes of December 20, 2018, seconded by Mrs. Elsas and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$186,727.98, page 4149, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$310,119.34, page 4150, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$51,932.43, page 4151, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$197,501.85, page 2233, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$197,346.80, page 2234, seconded by Mrs. McGrail and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS  
No Communications to Report

VIII. DIRECTOR'S REPORT

**Administration**

Winter weather phone chains and procedures were reviewed. All staff were challenged with the winter driving online "safe schools" training.

*Brainfuse*, the popular "tutor" software for learners of all ages, was renewed by SCLS for three years.

At a recent Zone Meeting, discussions about fine forgiveness continued.

**Buildings and Grounds**

The two-phase HVAC project in the East Northport building is 75% completed.

The library van has had the remainder of the deteriorating decals removed.

Retired shelving was delivered to a grateful Elwood Library.

**Network and Systems**

Following the unauthorized access to the South Huntington Public Library computer system, additional safety measures have been enacted at our library including the expansion of "anti-executable" software to the staff computers and the addition of plugs/shields to the USB ports on all public service desk computers.

Work continues to make the "Print-on-Demand" passes available by the February launch goal. Approximately half of the 50 passes available through the library will be printable by patrons – shortening the borrowing period to the day of the museum visit. This will give more patrons an opportunity to use the passes since days needed to pick up and return the pass will no longer be necessary.

**Circulation**

Circulation for the Nintendo game collection continues to be strong.

In December, a number of patrons came to the library with their "out of town" family members. Apparently, the public library is at the top of "must see" list for many library lovers.

**Community Services**

Preparation is well under way for the return of our AARP tax assistance. Once again, the service will be available in both the Northport and East Northport buildings. Many more libraries will no longer have the AARP volunteer tax preparers due to falling volunteerism (people are working longer or assisting with family childcare needs). However, we have been told many times that the AARP Tax volunteers appreciate working at the Northport and East Northport buildings because of the attention to detail and service paid to every aspect of the program from promotion, to appointments, to computer needs, and staff support.

Guitarist Chris Fury entertained 40 Fireside patrons; 62 attended the Sound Brass Quintet; 48 had the ticket to ride on the holiday train trip to New York City; and 25 enjoyed *Foods to Travel by: Cheese and Chocolate*.

**Adult and Teen Services**

The Adult Winter Reading Club launched on January 7, 2019.

The Dinosaur display tables on the main level (both buildings) have been popular with library visitors of all ages who are choosing their favorite fossil. Check out the social media to see the "live" dinosaur visit our buildings.

The Border Protection Career program was cancelled due to the government shutdown.

Patrons have been enjoying the photos of *olde* Northport included in recent newsletters. The photos were included to bring attention to our historical postcard collection; however, due to the popularity they will be included in any newsletter with a bit of extra space.

A number of staff attended the grand opening of the new *Youth Directions and Alternatives* space located in the former *St. Paul's School*. The larger facility includes a stage, kitchen, gym, basketball court, and space for counseling services.

**Children and Family Services**

*Noon Year's Eve* was celebrated by 57 patrons who enjoyed crafts, music, games, noisemakers, hats, photo props and the ever popular "bubble wrap stomp." Sixty-eight patrons decorated gingerbread houses, 37 were on site for the *Block Party*, and 27 patrons enjoyed the sensory kits borrowed from SCLS. Librarians created *The Great Pet Escape Scavenger Hunt* which was enjoyed by 127 children in Northport and 51 in East Northport. To keep up with demand, 25 additional Vox books were ordered.

IX. PERSONNEL REPORT

Mrs. Elsas moved to approve "A. Salary Increase" 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

X. APPROVAL TO PRESENT PROPOSED LIBRARY BUDGET 2019/2020 TO THE COMMUNITY ON APRIL 2, 2019.

Mrs. Elsas moved to approve presentation of proposed Library Budget 2019/2020 to the Community on April 2, 2019, seconded by Mrs. Bensimon and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney shared a thank you letter from The Olsten Family Center for hats, gloves and scarves donated by our patrons.

XII. DATES OF FUTURE MEETINGS

Thursday, February 21, 2019	10:00am	Regular Meeting
Tuesday, March 19, 2019	5:30pm	Regular Meeting
Tuesday, March 19, 2019	7:30pm	Public Information Meeting

XIII. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 12:10pm, seconded by Mrs. Bensimon 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, January 17, 2019, at 11:00 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. Director's Report
- IX. Personnel Report (Motion required)
- X. Approval to present proposed Library Budget 2019/2020 to the Community on April 2, 2019
- XI. Other Business
- XII. Date of next library board meetings:  
Thursday, February 21, 2019, 10:00 AM – Regular Meeting  
Tuesday, March 19, 2019, 5:30 PM – Regular Meeting  
Tuesday, March 19, 2019, 7:30 PM – Public Information Meeting
- XIII. Adjournment

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
January 17, 2019

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Mary Copertino	Café Worker/\$12.50 hr.	Community Services	12/31/18
Ariana Cusumano	Café Worker/\$12.50 hr.	Community Services	12/31/18
Michelle DeNunzio	Café Worker/\$12.50 hr.	Community Services	12/31/18
Kathleen Kelly	Café Worker/\$12.50 hr.	Community Services	12/31/18
Celia LaNovara	Café Worker/\$12.50 hr.	Community Services	12/31/18
Brian Lambert	Café Worker/\$12.50 hr.	Community Services	12/31/18
Barbara Minogue	Café Worker/\$12.50 hr.	Community Services	12/31/18
Robert Brindisi	Guard/\$18.30 hr.	Security	12/31/18
Andy Canadas	Guard/\$18.30 hr.	Security	12/31/18
Paul Reilly	Guard/\$18.30 hr.	Security	12/31/18
Stephen Williams	Guard/\$18.30 hr.	Security	12/31/18
Anna Allacco	Page/\$12.00 hr.	Circulation Svcs – EN	12/31/18
Oliver Amorim	Page/\$12.00 hr.	Children & Family – EN	12/31/18
Vagnon Bamba	Page/\$12.00 hr.	Circulation Svcs – EN	12/31/18
Kaia Beatty	Page/\$12.00 hr.	Children & Family – EN	12/31/18
Linnea Bernard	Page/\$12.00 hr.	Children & Family – EN	12/31/18
Caleigh Byrne	Page/\$12.00 hr.	Circulation Svcs – EN	12/31/18
Christine Condon	Page/\$12.00 hr.	Children & Family – EN	12/31/18
Ciara Connor	Page/\$12.00 hr.	Children & Family – EN	12/31/18
Sarah Connor	Page/\$12.00 hr.	Children & Family – NPT	12/31/18
Jennifer Della Marco	Page/\$12.00 hr.	Adult & Teen Services	12/31/18
Anna Denfeld	Page/\$12.00 hr.	Adult & Teen Services	12/31/18
Ashley Door	Page/\$12.00 hr.	Circulation Svcs – EN	12/31/18
Lisa Frisoli	Page/\$12.00 hr.	Circulation Svcs – NPT	12/31/18
Amy Guethlein	Page/\$12.00 hr.	Children & Family – EN	12/31/18
Patrick Haubeli	Page/\$12.00 hr.	Circulation Svcs – NPT	12/31/18
Eileen Heinzman	Page/\$12.00 hr.	Adult & Teen Services	12/31/18
Arianna Keating	Page/\$12.00 hr.	Children & Family – NPT	12/31/18
Juliette LeHenaff	Page/\$12.00 hr.	Circulation Svcs – NPT	12/31/18
Chloe Lindberg	Page/\$12.00 hr.	Children & Family – NPT	12/31/18
Katherine Loughlin	Page/\$12.00 hr.	Children & Family – EN	12/31/18
Joseph Monroy	Page/\$12.00 hr.	Circulation Svcs – NPT	12/31/18
Ciara Murphy	Page/\$12.00 hr.	Circulation Svcs – NPT	12/31/18
Lisa Oliveri	Page/\$12.00 hr.	Children & Family – NPT	12/31/18
Sophia Oliveri	Page/\$12.00 hr.	Circulation Svcs – NPT	12/31/18
Sarah Safonte	Page/\$12.00 hr.	Children & Family – EN	12/31/18
Rosalie Sarnataro	Page/\$12.00 hr.	Circulation Svcs – NPT	12/31/18
Anna Segal	Page/\$12.00 hr.	Circulation Svcs – NPT	12/31/18
Jillian Sepessy	Page/\$12.00 hr.	Children & Family – EN	12/31/18
Jennifer Steffann	Page/\$12.00 hr.	Children & Family – NPT	12/31/18
Brenna Strebel	Page/\$12.00 hr.	Circulation Svcs – NPT	12/31/18
Kelley Swierupski	Page/\$12.00 hr.	Children & Family – NPT	12/31/18

**B. New Employees**

Name                      Position & Grade/Step                      Department                      Effective Date

**C. Resignations**

Name                      Position & Grade/Step                      Department                      Effective Date

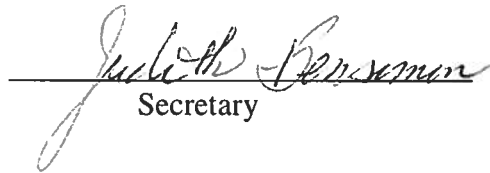
**D. Retirement**

Name                      Position & Grade/Step                      Department                      Effective Date

**E. Other**

Name                      Position & Grade/Step                      Department                      Effective Date

Report approved by Board of Trustees

  
Secretary

**PERSONNEL REPORT  
ADDENDUM**

Approval of the Following Personnel Matters  
January 17, 2019

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

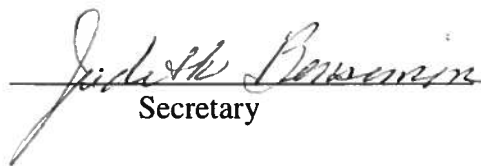
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**Change of Request for Leave of Absence**

Kathleen Kelly	Café Worker	Community Services	02/21/19 – 03/26/19*
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\* previously approved for 01/23/19 – 03/26/19

Report approved by Board of Trustees

  
Secretary