

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING FEBRUARY 21, 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 February 21, 2019.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:06am. Also present were Jacqueline Elsas, Georganne White, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Ms. White moved to approve the minutes of January 17, 2019, seconded by Mrs. Elsas and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

- A. Approval of Warrants Ms. White moved to approve warrant for \$35,925.60, page 4152, seconded by Mrs. Elsas and unanimously carried.
Mrs. Elias moved to approve warrant for \$306,717.89, page 4153, seconded by Mrs. Bensimon and unanimously carried.
Mrs. Bensimon moved to approve warrant for \$199,954.05, page 4154, seconded by Ms. White and unanimously carried.
Ms. White moved to approve warrant for \$126,947.86, page 4156, seconded by Mrs. Elsas and unanimously carried.
- B. Payroll Register
Mrs. Elsas moved to approve payroll of \$197,942.64, page 2235, seconded by Mrs. Bensimon and unanimously carried.
Mrs. Bensimon moved to approve payroll of \$201,104.10, page 2236, seconded by Ms. White and unanimously carried.
- C. Review of Monthly Expenditures
- D. Review of Statistical Summary

VII. COMMUNICATIONS

No communications to report.

VIII. INTERGRATING 3D PRINTING TECHNOLOGY INTO LIBRARY SERVICES

Presentation given by Anthony Martocello, Head of Network & Systems Services.

IX. DIRECTOR'S REPORT

Administration

The Annual Library Vote including both the election of a trustee and proposed operating budget for 2019-2020 was discussed. Details on the vote are published in the Library's March newsletter.

Progress continues as we review and update existing library policies. Three policies will be presented for your approval today. You may anticipate additional policies at upcoming meetings.

Buildings and Grounds

The partition door in the lower-level women's restroom at Northport was damaged when a patron became trapped in the stall. The door has been repaired but these restrooms remain on the top of the list of restrooms to be remodeled based on their age and usage.

The new East Northport watercooler's filter has been changed for the first time since it was installed. After only nine months, the bottle filled/saved count is nearly three thousand.

Network and Systems

Filing of the E-Rate applications for upcoming purchasing needs has begun. In addition to our annual filings, the multi-year contract for the dark fiber connection between the buildings is expiring. Equipment needs such as network switches, wireless access points, and server room battery backup are also included in this year's filings.

Emails from the county-wide circulation system were not being received by patrons with *Optimum* email accounts. After much time invested in communicating this issue to *Optimum*, our head of Network & Systems was able to reach a company representative willing to investigate a resolution.

The new option to print your museum pass from home has been successfully implemented. Access to museums allowing printed passes will both be easier for patrons to use and permit a greater number of patrons to visit these museums by eliminating the days needed to pick up and return the passes.

Circulation

Innovative Interfaces, Inc. (III) Sierra product, used by the public libraries in the Suffolk County for circulation has been working slowly and occasionally freezing. Staff have implemented the offline option when necessary as the Suffolk Cooperative Library System continues to work with *III* to remedy the problem.

Community Services

The Vendettas celebrated the new year with a rockin' concert. *The Vendettas* performed songs from Elvis, Eddie Cochran, and Johnny Cash for 76 fans in attendance.

Eco-Photo Explorers offered 58 patrons an exciting program, *Galapagos: Darwin's Enchanted Islands*, where travel logistics and diving details were discussed along with descriptions of the magnificent wildlife found in the Galapagos.

The *Friends of the Library* have decided to purchase a membership to the *Planting Fields State Historic Park* to be added to the Library's collection of museum passes.

Adult and Teen Services

A large-scale email marketing newsletter to promote library materials, services, and resources is planned for release in April. A draft of the first email, to be mailed to all patrons having provided their email address to the library, includes links for the Library newsletter, download collections, reserving materials, and museum passes.

The media collection is expanding to include a nostalgic listening station (record player) with LPs to enjoy in the library. This will also provide a place for patrons to enjoy their own treasured albums that might be stashed away in their homes.

The *Brain Fitness Workshop* facilitated by Long Island Alzheimer's Foundation provided an evidence-based, structured program using word retrieval, music trivia, and recall of famous people and places to stimulate areas of the brain that control memory. This program was designed for individuals of any age who want to maintain and enhance their cognitive abilities.

Children and Family Services

The *Newbery Club* was pleased to learn that Veera Hiranadani was awarded the Newbery Honor for *The Night Diary*. This is the third time in the last four years that the Newbery Club participants enjoyed a visit with an author who subsequently received a medal. We are now spreading the news that our Newbery Club is a good luck charm for authors who are Newbery medal nominees.

Our new *Road to Reading* series, *Baby Signing Time*, provided 38 patrons with sign language instruction through song and picture books.

The library recognized *National Law Enforcement Appreciation Day* with a program *Meet Your Local Police Officers*. Officer Alyssa read a story about her various duties to 30 parents and children in attendance. The children also had an opportunity to hold the officer's handcuffs and knock on her turtle shell (bullet-proof vest).

X. PERSONNEL REPORT

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

Mrs. Elsas 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 addendum, seconded by Mrs. McGrail and unanimously carried.

XI. REVISION OF COLLECTION DEVELOPMENT POLICY

Ms. White moved to approve revisions of Collection Development Policy, (see attached) seconded by Mrs. Elsas and unanimously carried.

XII. REVISION OF MAINTENANCE OF PUBLIC ORDER POLICY

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

XIII. REVISION OF PHOTOGRAPHING AND FILMING IN THE LIBRARY POLICY

Mrs. Bensimon moved to approve revisions to Photographing and Filming in the Library Policy, (see attached) seconded by Mrs. McGrail and unanimously carried.

XIV. PROPOSALS FOR LANDSCAPE MAINTENANCE PROGRAM MARCH 2019-DECEMBER 2020. Mrs. McGrail moved to approve proposal of Brothers II Landscapes, (see attached) seconded by Ms. White and unanimously carried.

XV. OTHER BUSINESS

Mrs. Bensimon read a correspondence from a member of the Retired Teacher's Union concerning Library cards.

XVI. DATES OF FUTURE MEETINGS

Tuesday, March 19, 2019	5:30pm	Regular Meeting
Tuesday, March 19, 2019	7:30pm	Public Information Meeting

Tuesday, April 2, 2019

9:00am-9:00pm Library Vote & Election of Trustee

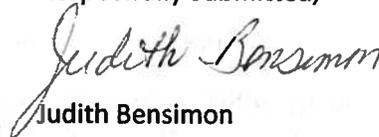
Thursday, April 18, 2019

10:00am Regular Meeting

XVII. 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

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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 21, 2019, at 10:00 AM** in the Board Conference Room.

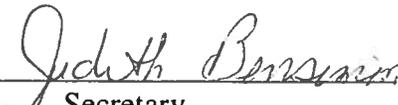
AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meeting (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 3D Printing Technology into Library Services
(Presentation by Anthony Martocello, Head of Network & Systems Services)
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Revision of Collection Development Policy (Motion required)
- XII. Revision of Maintenance of Public Order Policy (Motion required)
- XIII. Revision of Photographing and Filming in the Library Policy (Motion required)
- XIV. Proposals for Landscape Maintenance Program March 2019 – December 2020
(Motion required)
- XV. Other Business
- XVI. Dates of next library board meetings:
Tuesday, March 19, 2019, 5:30 PM – Regular Meeting
Tuesday, March 19, 2019, 7:30 PM – Public Information Meeting
Tuesday, April 2, 2019, 9:00 AM – 9:00 PM – Library Vote & Election of Trustee
Thursday, April 18, 2019, 10:00 AM – Regular Meeting
- XVII. Adjournment

**PERSONNEL REPORT
ADDENDUM**
Approval of the Following Personnel Matters
February 21, 2019

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>
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>
Request to Cancel Approved Leave of Absence			
Kathleen Kelly	Café Worker	Community Services	02/21/19

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
February 21, 2019

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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Danielle Cohn	PT Library Clerk/Step 1	Circulation Svcs	03/04/19
Sarah Monroy	Page/\$12.00 hr.	Children & Family – NPT	02/25/19

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Arianna Keating	Page/\$12.00 hr.	Children & Family – NPT	02/12/19
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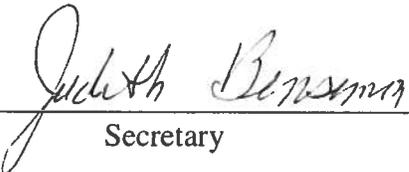
D. Retirement

<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 & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Report approved by Board of Trustees



 Secretary



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COLLECTION DEVELOPMENT POLICY

Mission Statement

The Northport-East Northport Public Library exists to inform, educate, and culturally enrich the residents of all ages of the district through the selection, organization, promotion, and dissemination of all forms of expression.

Purpose of the Policy

The Northport-East Northport Public Library Board of Trustees endorses the American Library Association's *Library Bill of Rights*, *The Freedom to Read Statement*, and *Freedom to View Statement* and its interpretations. In its adoption of the Code of Ethics of the American Library Association, the Northport-East Northport Public Library Board of Trustees and staff uphold the principles of intellectual freedom and resist all efforts to censor library resources. Materials selected under the library's collection development policy are considered protected under the First Amendment of the United States Constitution. This policy is meant to aid the librarians in supporting the mission and roles of the library in its community; to guide the librarians in the selection of materials; and to inform the community about the principles upon which selections are based. This policy replaces all prior collection development policies.

Community Served

The Library collects and assesses materials to meet the informational, educational, and recreational needs of our community. Community needs are continually assessed through the review of population demographics, evaluation of the collection usage, observation of community interests and activities, and cognizance of other services and programs available in the community. **More than three quarters of the 36,499 community residents have library cards.**

Limitations of the Collection

The Northport-East Northport Public Library does not collect in-depth in any one subject area, with the exception of special collections. Interlibrary cooperative agreements enhance individual patron research pursuits by granting access to public and academic library collections throughout the United States. Format and access are considered when making material selections.

Responsibility for the Collection

Final responsibility for material selection lies with the Director of the Northport-East Northport Public Library who delegates to department heads and other staff selectors the authority to make individual selections. The library seeks to meet the needs of the community by maintaining a representative and well-rounded selection of materials on all subjects including those that may be

considered controversial. It is the responsibility of individual library users to choose materials which suit individual needs and tastes. Users are free to restrict for themselves materials of which they do not approve, but they may not restrict the freedom of others to read and view what they desire. Selection of materials for adults will not be inhibited by the possibility that such materials may be accessible to children. For additional information refer to the “*Intellectual Freedom*” section of this policy.

Basic Selection Principles

An item need not meet all criteria to be selected. A policy cannot replace the judgment of a skilled librarian. Each librarian seeks to provide a balanced collection and selects based on critical review sources; the understanding of user needs; knowledge of authors, publishers; and authority, accessibility and accuracy of presentation. Preference will be given to favorable reviews in reputable sources.

The following points are also considered when selecting materials.

- Appropriateness to Library’s mission and service roles
- Relationship to existing collection
- Availability for purchase and availability elsewhere
- Requests by patrons and staff
- Suitability of format for user’s need and subject
- Relevance to current and anticipated community needs
- Local significance of the author or topic
- Cost
- Historical significance
- Potential user appeal

Patron requests for particular materials are welcome; however, the library reserves the right to purchase or reject such requests based on selection principles outlined above.

Gifts and Donations

The Library may accept gifts of materials and monetary donations to purchase materials. Donations of art by the artist or artist’s family may be accepted. Gifts may be given in memory of a loved one or to commemorate a special event. Donated items will be reviewed for their overall contributions to the Library’s mission and relevance to the collection. Processing costs, value and insurance considerations, condition, and collection development principles are factored before a gift item is added to the collection. Reproductions or photocopies of copyrighted works will not be accepted unless evidence of compliance with the copyright law (Title 17, U.S. Code) is given. All gifts are the property of the Northport-East Northport Public Library and will be treated on an equal basis with purchased materials concerning the inclusion, display, housing, circulation, and disposition of the material. The library reserves the right to refuse any donation of materials. In general, collections of materials will not be accepted with restrictions or stipulations for special housing. Current guidelines for acceptance and processing of book and audiovisual donations may be found on the Library’s website.

Withdrawals

Items withdrawn due to loss or damage are not necessarily replaced. Popular or classic titles in condition too poor for circulation will be replaced whenever possible. The library strives to

maintain an up-to-date, vital, inviting collection. Librarians systematically withdraw damaged materials, items which have low circulation, outdated materials, and those which no longer meet the selection criteria. The library does not withdraw an item simply because a patron wishes to purchase that item. ~~Items are withdrawn according to discarding guidelines.~~ Art may be offered for permanent loan to a museum or library for reasons of preservation, conservation, or public access. If a piece of donated art is sold, money earned from that sale must be reinvested into the Library.

Cooperative Collection Development/Resource Sharing/Relationships with other Agencies

The library recognizes the value of belonging to regional library systems including Suffolk Cooperative Library System and the Long Island Library Resources Council for cooperative collection development opportunities and interlibrary access to collections.

Policy and process for collection challenges

Patrons may request reconsideration of library materials by completing the form designated by the Board of Trustees. Forms are available at the Adult, Teen, and Children's reference desks.

The Future

Formats continue to change. Core selection principles will apply to all new formats. The library seeks to maintain a balanced collection of materials that will be accessible and useful to the majority of the community. Old formats may be retained to support the interests of patrons with older technologies.

Policy Review

~~The Collection Development Policy will be reviewed annually at one of the collection development meetings as determined by the Branch Librarian.~~



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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 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. The Northport-East Northport Library Director may, at his/her discretion, notify other agencies of actions taken and the individuals involved.
 - 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.



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PHOTOGRAPHING AND FILMING IN THE LIBRARY POLICY

Introduction

The most significant priority for the Northport-East Northport Public Library is to provide library services to the Northport-East Northport community, as fully described in the Library's Mission Statement. The duty of fulfilling the Library's mission is the first priority of the Northport-East Northport Public Library and Photographing and filming in the library is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library's Mission Statement and Rules of Conduct and does not infringe on the privacy rights of the Library's patrons and staff.

Any persons photographing or filming on library premises have sole responsibility for gaining all necessary consents and releases from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases. No person shall be photographed or filmed without consent.

Library staff may terminate any photo session that appears to compromise public safety, patron privacy, security, is inconsistent with the Library's Mission Statement and/or Rules of Conduct, or which impedes library operations.

News Media and Documentary-Type Photography

News media photographers and reporters who are doing stories or projects that directly involve the library and its programs must obtain advance authorization for such photography from the Library's Community Services Department.

The Library prohibits the use of its facilities as interview venues for unrelated stories, and prohibits the use of library patrons for opinion polls or "man-on-the-street" interviews within its facilities. The Library may grant permission for news media to use its facilities for stories or projects that do not relate to the library itself upon written request and after review by Community Services and Administration.

Commercial Photography

The Library does not permit commercial photography on or in its facilities. This includes, but is not limited to, using use of library buildings, grounds, or interiors as a stage set for portraiture, model photography, and product photography. It includes photographing or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

Other Photography

Casual amateur photography may be permitted (by Librarian-in-Charge, Community Services, or Administration) in library facilities for patrons and visitors wanting a remembrance of their visit. Photographing must not interfere or disturb other patron use. The use of additional equipment such as lighting or tripods is not permitted.

The Library may grant permission for school-age students to use its facilities for stories or projects that do not relate to the library itself upon written request and after review by Community Services and Administration. Photography must not interfere or disturb other patron use. The use of additional equipment such as lighting or tripods is not permitted.

Photography for Groups and Non-library Events in the Meeting Rooms

MEMO

To: Board of Trustees
From: James Olney
Date: February 15, 2019
Subject: Proposals for Landscape Maintenance Program March 2019 – December 2020

Three companies returned separate proposals for landscaping maintenance for the Northport Library building and the East Northport Library building for the period of March 1, 2019 through December 31, 2020.

The compilation of these figures is as follows:

	<u>Brothers II Landscapes, Inc</u>	<u>Koran Landscaping Services Inc.</u>	<u>Innovative Design and Maintenance</u>
Northport Landscape Maintenance (monthly)	\$ 425	\$ 495	\$ 447
East Northport Landscape Maintenance (monthly)	\$ 200	\$ 395	\$ 197

Discussion and recommendation will be held at the Regular Board Meeting.

