

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING JUNE 20, 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 June 20, 2019.

I. CALL TO ORDER

Chairperson Georganne White called the meeting to order at 10:08am. Also present were Jacqueline Elsas, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice were Judith Bensimon and Margaret Hartough.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Elsas 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 May 16, 2019 and Special meeting of May 30, 2019 seconded by Mrs. Elsas and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$189,094.44, page 4167, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$308,258.20, page 4168, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$202,405.01, page 4169, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$160,967.60, page 4170, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$192,080.24, page 2243, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve payroll of \$195,238.84, page 2244, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$200,267.54, page 2245, seconded by Mrs. McGrail and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATION No Communications to Report

VIII. DIRECTOR'S REPORT

Administration

Our branch librarian helped facilitate an “unconference” on readers advisory by leading two breakout sessions. The idea behind an unconference is that it is participant driven. The individuals attending decide what topics they want to cover.

Four new club chairs replaced the well-used ones in front of the East Northport fireplace.

The retaining wall contractor has reviewed the project specifications and site conditions to identify any work that needs to be performed before the project can begin. The tree in Michelle’s Garden will be pruned, core drilling will be performed to obtain soil samples, and the gas supply will be turned off.

Buildings and Grounds

The water cooler on the lower level in Northport has been replaced with a new bi-level, filtered, bottle filling unit. This matches the other two water coolers installed on the main level in Northport and the lower level in East Northport.

The lighting on the main floor and mezzanine stack areas in Northport have been upgraded to LED. Completion of these areas has taken us past the 50 percent completion mark towards our goal of all LED lighting.

The skylights along the front of the East Northport building have been professionally resealed to address leaks during heavy rain.

Network and Systems

The Universal Service Schools and Libraries Program, commonly known as E-rate, provided funding to support the upgrading of our wireless access points. Multiple access points and the corresponding network switch were replaced in each building over a two-day period. This equipment now provides greater wireless coverage to patrons.

A recall on the spine label printers necessitated replacement parts to be requested and installed to continue safe operation.

Circulation

Twenty-nine of the thirty Wi-Fi hotspots are actively circulating while one access point remains overdue. The service has been disabled on the overdue device and a replacement has been requested from the service provider, at no charge to the library.

All full-time and part-time circulation staff were given the opportunity to review the features of the media racks (computer, projector, DVD player, amplifier, microphones, etc.) in the community rooms. This provides greater flexibility when scheduling staff assistance for programs and back up for staff who are scheduled but need additional technical support.

Community Services

The *Ink Stories* project has connected with more than 100 people, businesses, and organizations in an effort to recruit volunteers to participate. A professional photographer visually documented seven veteran's stories during the first of multiple photo shoots.

The *Book-A-Trip to the 9-11 Museum and Memorial* provided 51 patrons a moving and emotional experience. The beautiful weather and lunch at Junior's Restaurant helped to alleviate the somber mood.

Nearly 300 cars lined up on our first shredding day of the year. A number of staff were assigned to traffic control to provide a safe and orderly process for this high-demand service.

Adult and Teen Services

An attendee from the Spanish learning program reported that the program proved very valuable upon traveling to several Spanish-speaking countries. The classes enabled them to successfully engage with the locals independently.

The library is actively promoting the first county-wide teen trivia contest but regrettably no teens have expressed an interest in participating.

The *Senior Fair* hosted 28 organizations and provided more than 100 patrons access to resources and services on legal, health, estate planning, and more.

The *Long-Timer's Tea* brought together 14 long-standing members of the community to share their stories and learn about the unique historical collections established by the library.

The *Job Fair* provided 182 patrons with access to more than 30 companies looking to hire.

Children and Family Services

Librarians met with 23 classes engaging 418 students with lesson plans that were skillfully prepared by our staff. Classes that visited the buildings received a full building tour including the teen center, reading room, and mezzanine.

Two youth services librarians presented at the Long Island Library Conference at a workshop entitled *Larger than Life*. They presented insights into such successful programs as Library Mini Golf, Candy Land, and Noon Year's Eve sharing visual examples and helpful tips to the 175 colleagues in the audience.

A master beekeeper displayed the tools of the trade, including his protective suit and a small hive (without live bees) at *Buzz about Bees*, educating 44 children on how bees communicate through dance and how important bees are to the Long Island ecosystem and the food we eat.

IX. PERSONNEL REPORT

Mrs. Elsas moved to approve "A. Salary Increase" in the personnel report, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail 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. McGrail and unanimously carried.

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

Mrs. Elsas moved to approve "E. Other" in the personal report addendum, seconded by Mrs. McGrail and unanimously carried.

X. REVISION OF SURVEILLANCE CAMERA POLICY

Mrs. Elsas moved to approve revision of Surveillance Camera Policy,(see attached) seconded by Mrs. McGrail and unanimously carried.

XI. REVISION OF EXHIBIT AND DISPLAY POLICY

Mrs. McGrail moved to approve revision of Exhibit and Display Policy,(see attached) seconded by Mrs. Elsas and unanimously carried.

XII. OTHER BUSINESS

Mr. Olney spoke about SCLS Past Budgets, changes in their state aid, member support, and overall expenditures.

XIII. DATES OF FUTURE MEETINGS

Thursday, July 18, 2019	9:30am	Annual Reorganizational Meeting
	11:00am	Regular Board Meeting
	12:00 noon	Staff Recognition Ceremony & Luncheon

XIV. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 12:01pm, seconded by Mrs. McGrail and unanimously carried.

Respectfully Submitted


Georganne White
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, June 20, 2019, 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. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Revision of Surveillance Camera Policy (Motion required)
- XI. Revision of Exhibit and Display Policy (Motion required)
- XII. Other Business
- XIII. Date of next library board meeting:
Thursday, July 19, 2018, 9:30 AM – Annual Reorganizational Meeting
11:00 AM – Regular Board Meeting
12:00 Noon – Staff Recognition Ceremony and Luncheon
- XIV. Adjournment

**LIBRARY BOARD MEETING
JUNE 20, 2019**

ACCOUNTS PAYABLE

4167 5/15/19	\$ 189,094.44	One Hundred Eighty Nine Thousand, Ninety Four Dollars, & Forty Four Cents
4168 5/29/19	\$ 308,258.20	Three Hundred Eight Thousand, Two Hundred Fifty Eight Dollars, & Twenty Cents
4169 6/12/19	\$ 202,405.01	Two Hundred Two Thousand, Four Hundred Five Dollars, & One Cent
4170 6/20/19	\$ 160,967.60	One Hundred Sixty Thousand, Nine Hundred Sixty Seven Dollars, & Sixty Cents

PAYROLL REGISTER

2243 5/17/19	\$ 192,080.24	One Hundred Ninety Two Thousand, Eighty Dollars, & Twenty Four Cents
2244 5/31/19	\$ 195,238.84	One Hundred Ninety Five Thousand, Two Hundred Thirty Eight Dollars, & Eighty Four Cents
2245 6/14/19	\$ 200,267.54	Two Hundred Thousand, Two Hundred Sixty Seven Dollars, & Fifty Four Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
June 20, 2019

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Anna Schwen	PT Librarian Trainee/27 credits	Adult & Teen Svcs	06/03/19
Regina Sammis	PT Librarian Trainee/27 credits	Youth & Family Svcs	06/17/19

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Alexa Cubicciotti	Page/\$ 12.00 hr.	Youth & Family Svcs	07/01/19
Jaime Quinn	Page/\$ 12.00 hr.	Circulation – NPT	07/01/19

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Anna Segal	Page/\$ 12.00 hr.	Circulation – NPT	06/15/19
Katherine Loughlin	Page/\$ 12.00 hr.	Circulation – NPT	06/21/19

D. Retirement

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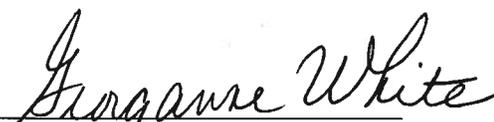
E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Requests for Leave of Absence

Rosalie Sarnataro	Page/\$12.00 hr.	Circulation – NPT	07/01/19-08/31/19
Ciara Murphy	Page/\$12.00 hr.	Circulation – NPT	07/14/19-08/02/19

Report approved by Board of Trustees



 Secretary

PERSONNEL REPORT
ADDENDUM
Approval of the Following Personnel Matters
June 20, 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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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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E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Requests for Leave of Absence

Juliette LeHenaff	Page/\$12.00 hr.	Circulation – ENPT	07/15/19-07/25/19
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Report approved by Board of Trustees



 Secretary



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SURVEILLANCE CAMERA POLICY

The Northport-East Northport Public Library's use of surveillance cameras is just one of the measures taken to provide a safe and secure environment for staff and patrons. The equipment also assists in protecting the Northport-East Northport Public Library and its property against theft or vandalism and in identifying intruders and persons violating library policies and/or the law.

Surveillance cameras are positioned to monitor security-sensitive areas including building entrances and exits, and high-traffic areas within and outside the buildings. Surveillance cameras are also positioned to monitor areas where specialized and/or costly equipment is installed or stored.

Routinely-recorded information from the surveillance cameras is retained for no more than 21 days. Recordings of an accident ~~situation~~, policy violation, or an unlawful activity such as incidents involving suspicion of theft, vandalism, trespass, or destruction of Northport-East Northport Public Library property may be maintained indefinitely. In the event of an observed or reported incident, the recorded information may be used to assist in the investigation of the incident. Northport-East Northport Public Library will maintain control of and responsibility for the security surveillance equipment and its recordings at all times.

Use/Disclosure of Recordings from Surveillance Cameras

Recordings from surveillance cameras may be used by authorized individuals to identify responsibility for an accident ~~situation~~, policy violation, or an unlawful activity on Northport-East Northport Public Library property. Recordings may be used ~~when~~ to requesting law enforcement review ~~for~~ while investigating a possible accident ~~situation~~, policy violation, or an unlawful activity on Northport-East Northport Public Library property.

All requests for security camera footage by law enforcement will be referred to the Northport-East Northport Public Library Director. In the Director's absence, requests should be ~~directed~~ referred to the Assistant Director or the Branch Librarian. Upon presentation of a search warrant, ~~or~~ court order, subpoena, or other demand ~~which is to be executed immediately~~, the Northport-East Northport Public Library will comply with the search warrant subject to consultation with legal counsel. ~~Upon receipt of a subpoena or other court order, the Northport-East Northport Public Library will consult with legal counsel. to determine if the document is in~~

proper form and that good cause exists for its issuance from a court of proper jurisdiction. If not, the Northport-East Northport Public Library will require that any defect be remedied prior to releasing any surveillance camera recordings.

Confidentiality and privacy issues generally prohibit members of the staff or general public from viewing the Northport-East Northport Public Library's security camera recorded footage. If the Northport-East Northport Public Library receives a request from a member of the staff or general public to inspect security camera footage, the individual will be advised that security camera footage is made available only when proper law enforcement or subpoena procedures are followed. report will be reviewed with counsel for the Library and responded to accordingly. Any Library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director. To the extent permitted by law, the Northport-East Northport Public Library will allow law enforcement individuals to view security camera footage upon request in relation to a claimed accident situation, policy violation, or an unlawful activity relating to an incident that occurs on the grounds of the Northport-East Northport Public Library. A breach of this policy may result in disciplinary action.



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EXHIBIT AND DISPLAY POLICY

The purpose of the Northport-East Northport Public Library's designated areas for exhibit/display is to increase public awareness of the Library's resources and to support its mission as an educational, informational, cultural, and recreational center for the community it serves. Exhibits and displays are organized by the Library to further this mission. The Library reserves the right to determine what exhibits/displays will be solicited and accepted. Library exhibits/displays using these facilities shall promote one or more of these purposes:

1. to promote Library services, collections or programs
2. to highlight current issues, events, or other subjects of public interest
3. to display arts, crafts, photographs, writings, or collections when they promote or complement the mission of the Library

In recognition of the Library's function of encouraging and facilitating the free and open exchange of ideas and expressions of thought and creativity, the Trustees of the Northport-East Northport Public Library shall make available within the Library's facilities designated areas for the display of works of art. In light of the limited display areas available, the determination of which works of art shall be displayed shall be made solely by the Library Director. In making such determination the Director shall be mindful that the function detailed above must be tempered by the recognition that the patrons of the Library are of different ages, backgrounds, and tastes. Moreover, since the public display of art is not the principal purpose of the Library, discretion shall be exercised to ensure that all displays reflect not only diversity of expression, but also the diversity of the community we serve.

GUIDELINES FOR EXHIBITS/DISPLAYS

1. All exhibitors are required to complete, in advance, an "EXHIBIT APPLICATION FORM". The application shall be submitted at least 3 months in advance of the exhibit date, and shall be subject to the approval of the Library Director.
2. The Library reserves the right to cancel exhibits/displays at any time for any reason.
3. All works included in any exhibit must be approved by the Library Director. Only works which have been so approved may be included in the exhibit.

4. The installation of art work must be done by the exhibitor, subject to the approval of the Director, at the designated time and areas within the library. Transportation of works must also be arranged by the exhibitor.
5. All exhibits will be displayed for a specified period of time (usually from the first day to the last of any month) and shall be removed promptly at the conclusion of the exhibit.
6. All art works (i.e. paintings, prints, posters, etc.) must be properly wired and framed by the exhibitor. Supplies needed for wall or showcase exhibits (stands, identifying cards or other props) must be provided by exhibitor. Legible, typed lists, corresponding to numbered items on exhibit, must be provided by the exhibitor.
7. Exhibitors may display 8 ½ x 11 flyers with biographical or other explanatory information and business cards. A holder is located in the gallery for this purpose. Please do not affix any signs or labels to the gallery walls.
8. The Library will not act as intermediary in the sale of artwork and artist's receptions are not permitted. The Library will provide the name and telephone number of the exhibitor upon request. A list of item prices and business cards are optional and may be left at the Reference Desk.
9. All items placed on exhibit/display in the Library are done so at the exhibitor's own risk. The Northport-East Northport Public Library is relieved of all liability for mutilation, damage, theft or loss of any exhibited items from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.
10. All publicity and press releases prepared by the exhibitor must be submitted to the Library Director for approval prior to being sent out to the media.
11. Exhibitors may contact the **Library's** Community Services Department to arrange for an *Art Talk*. An *Art Talk* is an opportunity for artists to discuss their work with Library patrons. An *Art Talk* must be scheduled at the time of this application. The Library will provide a 1 ½ hour time slot in the gallery. Exhibitors are permitted to provide cookies or pastries only, as well as non-alcoholic beverages. Exhibitors are responsible for providing any paper goods such as tablecloths, cups, napkins, and plates. (Please keep in mind that your guests can purchase beverages and snacks at the Library Cafes which are open weekday evenings until 8:00 PM)
12. Fire regulations shall be observed at all times.
13. Any or all exhibit procedures shall be subject to change without notice by the Library Board of Trustees.