

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING NOVEMBER 21, 2019

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Conference Room on Thursday, November 21, 2019.

I. CALL TO ORDER

Chairperson Georganne White called the meeting to order at 10:02am. Also present were Margaret Hartough, Jacqueline Elsas, Judith Bensimon and Director James Olney. Absent with previous notice were Elizabeth McGrail and Assistant Director Nancy Morcerf.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Hartough moved to adopt the agenda, seconded by Mrs. Elsas and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Elsas moved to approve minutes of October 17, 2019, as amended, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$404,474.17, page 4184, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$206,018.46, page 4185, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$206,321.00, page 4186, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$1,035,516.83, page 4187, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$204,187.95, page 2256, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$2,370.81, page 2257, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$204,828.45, page 2258, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$206,890.70, page 2259, seconded by Mrs. Bensimon and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary.

VII. COMMUNICATIONS

No Communications to report

VIII. DIRECTOR'S REPORT

Administration

Staff were reminded to utilize the notification buttons located at public service desks if they should need assistance from security and/or their colleagues.

I attended the Huntington Town Environmental Open Space Committee's meeting to support the replacement of the playground equipment at the John J. Walsh Park as proposed by Greg Wagner, Director of Parks and Recreation. This investment will provide a safer, more inviting play space and stimulate business investment on East Northport's main street, Larkfield Road.

The pile installation has been completed and grading has begun to prepare for the footing to support the new retaining wall. The contractor anticipates the wall to be poured by the end of the year.

Buildings and Grounds

The mechanical lift, available during the LED lighting conversion in the Northport reading room, provided access to the Book Ball for cleaning and polishing.

The East Northport building elevator's safety switch was replaced. The faulty switch disabled the elevator and hindered access for a number of days.

The exterior handrails and stairs at East Northport have received a fresh coat of paint. This helps to preserve the handrails while the paint on the stair edges makes them safer by increasing their visibility.

New LED outdoor lighting has been installed in front of the Northport building. One fixture replaces the broken one designed to light the flagpole and the second highlights the bi-centennial Red Maple at the corner of Laurel and Scudder.

Network and Systems

A twenty-seven page proposal for a five-year contract to provide a Dark Fiber connection replaces the expiring single-page agreement. We are currently awaiting the provider's response to our contract changes.

The preparations for the *Thinking Money for Kids* exhibition has inspired our Network and Systems Department Head to design and mint our own library currency in gold, silver, and copper.

Circulation

The first month of the circulation staff "circulating" between the buildings has provided new opportunities to review procedures with the expectation of streamlining and standardizing wherever possible.

Phone calls to patrons registering for programs with expired library cards has resulted in 22 library card renewals.

Community Services

The *Document Shredding Day* assisted 220 patrons in the disposal of their personal papers. The ongoing popularity of this program has inspired us to develop a town-wide schedule of events to be held at neighboring public libraries throughout the year.

Living a Happier Life at Every Age presented by Dr. John H. Krahn shared multiple ways to increase personal happiness. Positive steps to becoming a happier person were shared with 64 attendees who left with good ideas that will last them a lifetime.

The *Ink Stories* presentation and gallery reception was a very successful and emotionally touching evening. Thanks goes to the inspiration, creativity, and passion of the Librarian coordinating this project combined with the staff comprising the team to create this remarkable tribute to our veterans.

Adult and Teen Services

DVD binge box sets have been added to the collection. Each binge box set includes five DVDs of similar themes, such as holidays, musicals, horrors, and classics.

This year's *Distinguished Speaking of Writing* author was Tony Abbott. He spoke with 200 middle school students about his writing process, path to becoming an author, and upcoming books.

Children and Family Services

The *Halloween Parade* had 135 children and adults participate in a festive storytime featuring spooky tales, silly songs, and dances followed by a parade through the entire building. The pages from the stories read were scanned and displayed on the projection screen so that everyone could enjoy the illustrations.

The *Newbery Club* hosted author Padma Venkatraman who discussed her Newbery contender, *The Bridge Home*, with 26 attendees. Padma also shared photos of the areas in India which provided inspiration for this moving and uplifting story about homeless children forming a family to survive.

IX. PERSONNEL REPORT

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

X. SCLS PROPOSED 2020 BUDGET

Mrs. Elsas moved to approve SCLS proposed Budget for 2020, seconded by Mrs. Bensimon and unanimously carried.

XI. ELECTION OF SCLS BOARD OF TRUSTEE REPRESENTATIVE FOR THE TOWN OF HUNTINGTON

Mr. Olney distributed ballots for the Election of SCLS Board of Trustee Representative for the Town of Huntington. Mr. Dave Clemens is a candidate for that position.

XII. OTHER BUSINESS

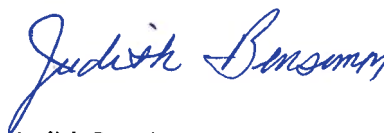
XIII. FUTURE MEETINGS

Thursday, December 19, 2019	10:00am	Regular Board Meeting
Thursday, January 16, 2020	10:00am	Budget Work Session
Thursday, January 16, 2020	11:00am	Regular Board Meeting

XIV. ADJOURNMENT

Mrs. Bensimon moved to adjourn the meeting at 11:40am, seconded by Mrs. Hartough 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, November 21, 2019, 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. Director's Report
- IX. Personnel Report (Motion required)
- X. SCLS Proposed 2020 Budget (Motion required)
- XI. Election of SCLS Board of Trustees Representative for the Town of Huntington (To be distributed at meeting)
- XII. Other Business
- XIII. Date of next library board meetings:
Thursday, December 19, 2019, 10:00 AM – Regular Board Meeting
Thursday, January 16, 2020, 10:00 AM – Budget Work Session
Thursday, January 16, 2020, 11:00 AM – Regular Board Meeting
- XIV. Adjournment

LIBRARY BOARD MEETING

NOVEMBER 21, 2019

ACCOUNTS PAYABLE

4184 10/16/19	\$404,474.17	Four Hundred and Four Thousand, Four Hundred and Seventy Four Dollars, & Seventeen Cents
4185 10/30/19	\$206,018.46	Two Hundred and Six Thousand, Eighteen Dollars, & Forty Six Cents
4186 11/13/19	\$206,321.00	Two Hundred and Six Thousand Three Hundred and Twenty One Dollars
4187 11/21/19	\$1,035,516.83	One Million Thirty Five Thousand Five Hundred and Sixteen Dollars & Eighty Three Cents

PAYROLL REGISTER

2256 10/18/19	\$204,187.95	Two Hundred and Four Thousand One Hundred Eighty Seven Dollars & Ninety Five Cents
2257 10/18/19	\$2,370.81	Two Thousand Three Hundred and Seventy Dollars & Eighty One Cents
2258 11/1/19	\$204,828.45	Two Hundred and Four Thousand Eight Hundred and Twenty Eight Dollars & Forty Five Cents
2259 11/15/19	\$206,890.70	Two Hundred and Six Thousand Eights Hundred and Ninety Dollars & Seventy Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
November 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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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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Request to change Leave of Absence return date

Diana Johnston	PT Librarian 1/Step 2	Adult & Teen Services	12/02/19*
			*previously approved to return 12/10/19

Request for Leave of Absence

Charles Sentowski	Guard/\$23.00 hr.	Security	11/11/19 – 12/23/19
Amy Guethlein	PT Library Clerk/Step 1	Circulation Services	01/08/20 – 06/01/20

Report approved by Board of Trustees


 Secretary