

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING JULY 16, 2020

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Public Library Conference Room on Thursday July 16, 2020.

I. CALL TO ORDER

Vice Chairperson Georganne White called the meeting to order at 10:03am. Also present were Margaret Hartough, Jacqueline Elsas, 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. Hartough moved to approve 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 June 18, 2020, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY AND TREASURE'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$178,820.77, page 4208, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$46,329.60, page 4209, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$284,224.64, page 4210, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$166,651.31, page 4211, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$186,542.96, page 2275, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve payroll of \$194,144.68, page 2276, seconded by Mrs. Hartough and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

The Staff Association sent 4 boxes of Harry & David to thank the Board for their support.

VIII. DIRECTOR'S REPORT

Administration

The safety of the patrons and staff has been greatly emphasized as we advance through our phases of reopening.

Based on recent studies and the decision by the Suffolk Cooperative Library System to eliminate on-site quarantining of materials to be interlibrary loaned we have decided to reduce our quarantine period for returned items from seven days to three days.

The last section of concrete sidewalk and curbing has been replaced, the parking lot resurfaced and restriped, leaving just one repair and a few small punch-list items to complete the 2019 retaining wall replacement project.

Michelle's Garden, a twenty-year-old memorial, will be restored and refreshed to respectfully reflect the loss of this former community member and employee.

Adult public computer use by reservation for 55 minutes per day, per person was introduced last week as the next phase to re-introducing library services.

Buildings and Grounds

The cleaning and sanitizing of the public computer stations has been scheduled to be performed in batches as reservations shift from odd number stations to even and back again throughout the course of a day. This scheduling also helps to coordinate the restroom cleaning and utilizes the Buildings and Grounds staff time and cleaning supplies more efficiently.

Network and Systems

The old server-based beeper system used to communicate with security and page staff failed at the East Northport building during the time when the library was closed. The current system is no longer supported and requires the purchase and configuration of a new web-based system.

Additional laptops have been purchased to provide greater flexibility for staff assigned to tight office spaces. These laptops will also support the staff's hosting of additional online program offerings.

A number of computer monitors and battery backups failed. Based on the age of the equipment, failure was not unforeseen, just cumulative during the period the buildings were closed.

Circulation

Staff's June 1st return to the building provided time for additional preparation to welcome patrons back for lobby pick-up of holds. The number of holds are significantly higher this month since placing holds is currently the only way for patrons to access physical items.

All patrons who had applied for temporary library cards while the buildings were closed have been contacted. Many had misplaced their original library card or forgot their passwords and had not entered an email address in their record to enable self-resetting of passwords.

Community Services

The *Magic of Compost* virtual program enriched the minds and gardens of 14 online patrons, *A View from Your Window Drawing Class* captured 12 patron perspectives and 20 *Page Turners* were virtually visited by author William Kent.

The Cafes are currently open to staff only and are providing hot and cold beverages in addition to the usual variety of snacks. Due to lower sales volume, bagels and pastries are not available.

Patrons may call the library to reserve an Empire Pass but they cannot be requested for a specific day. Print-on-demand passes will be re-enabled for museums that are beginning to open with guidance for patrons to contact participating museums for possible restrictions.

Adult and Teen Services

The library held its first online film discussion providing screening access via the library's simultaneous use Kanopy license. Patrons watched *The Farewell* on their own and then met online to discuss the movie with Dylan Skolnik from Cinema Arts Centre.

As of last week, the Adult Summer Reading Club had 34 participants with 100 books read and the Teen Summer Reading Club had 23 participants with 91 books read.

Ten new hotspots have been added to the collection increasing our total to 40. This should satisfy current demand based on the number of holds.

The library co-sponsored our first online Narcan training with 20 patrons in attendance. Participants received their Narcan kits via the mail following their completion of the class.

Children and Family Services

This is the first year that the Children's Summer Reading Club is being held solely online. The software was customized by our staff and then they created an instructional video to help parents navigate the registration process. As of last week, the Children's Summer Reading Club had 303 participants with 888 hours read.

The Circus Guy entertained 38 patrons online with his magic tricks and 17 patrons enjoyed our online preschool program, *Fairy Tales for Tots*.

IX. PERSONNEL REPORT

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

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

X. OTHER BUSINESS

Mr. Olney informed the Board that most legal issues have been tabled.

XI. DATES OF FUTURE MEETINGS

Thursday, August 20, 2020	10:00am	Regular Board Meeting
Thursday, September 15, 2020	10:00am	Regular Board Meeting

XII. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 10:45am, 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, July 16, 2020**, following the Reorganizational Meeting 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. Other Business
- XI. Date of next library board meetings:
Thursday, August 20, 2020, 10:00 AM – Regular Board Meeting
Thursday, September 17, 2020, 10:00 AM – Regular Board Meeting
- XII. Adjournment

LIBRARY BOARD MEETING

JULY 16, 2020

ACCOUNTS PAYABLE

4208 6/24/20	\$178,820.77	One Hundred and Seventy Eight Thousand Eight Hundred and Twenty Dollars & Seventy Seven Cents
4209 7/120	\$46,329.60	Forty Six Thousand Three Hundred and Twenty Nine Dollars & Sixty Cents
4210 7/8/20	\$284,224.64	Two Hundred and Eighty Four Thousand Two Hundred and Twenty Four Dollars & Sixty Four Cents
4211 7/16/20	\$166,651.31	One Hundred and Sixty Six Thousand Six Hundred and Fifty One Dollars & Thirty One Cents

PAYROLL REGISTER

2275 6/26/20	\$186,542.96	One Hundred Eighty Six Thousand Five Hundred Forty Two Dollars & Ninety Six Cents
2276 7/10/20	\$194,144.68	One Hundred Ninety Four Thousand One Hundred and Forty Four Dollars & Sixty Eight Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
July 16, 2020

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Florence Gorman	Café Worker/\$13.75 hr.	Community Services	07/06/20
Robert Brindisi	Guard/\$19.10 hr.	Security	07/06/20
Andy Canadas	Guard/\$19.10 hr.	Security	07/06/20
Vincent Catalano	Guard/\$22.19 hr.	Security	07/06/20
James Grillo	Guard/\$21.69 hr.	Security	07/06/20
Robert Norwood	Guard/\$21.19 hr.	Security	07/06/20
Efrain Pena	Guard/\$20.29 hr.	Security	07/06/20
Jeffrey Poeira	Guard/\$19.89 hr.	Security	07/06/20
Salvatore Rapisardi	Guard/\$25.21 hr.	Security	07/06/20
Charles Sentowski	Guard/\$23.40 hr.	Security	07/06/20
Stephen Williams	Guard/\$19.20 hr.	Security	07/06/20

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>
Kaia Beatty	Page/\$13.00 hr.	Children & Family Svcs	06/01/20
Nicole Sepessy	Page/\$13.00 hr.	Children & Family Svcs	06/30/20
Linnea Bernard	Page/\$13.00 hr.	Children & Family Svcs	07/28/20
Rosalie Sarnataro	Page/\$13.00 hr.	Circulation Svcs – NPT	07/30/20
Ciara Connor	Page/\$13.00 hr.	Children & Family Svcs	08/04/20
Ciara Murphy	Page/\$13.00 hr.	Circulation Svcs – NPT	08/07/20
Sophia Oliveri	Page/\$13.00 hr.	Circulation Svcs – NPT	08/07/20
Patrick Haubeil	Page/\$13.00 hr.	Circulation Svcs – NPT	08/15/20
Jaime Quinn	Page/\$13.00 hr.	Circulation Svcs – NPT	08/15/20

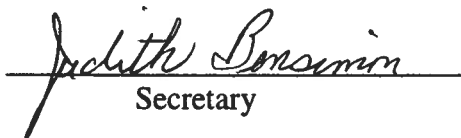
D. Retirement

<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