

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING SEPTEMBER 17, 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, September 17, 2020.

I. CALL TO ORDER

Vice Chairperson Georganne White called the meeting to order at 10:01am. Also present were Margaret Hartough, Jacqueline Elsas, Judith Bensimon, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was Elizabeth McGrail.

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 the minutes of August 20, 2020 meeting, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY AND THE TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$217,133.94, page 4215, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$254,463.23, page 4216, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$168,817.49, page 4217, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$196,137.61, page 2280, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$295,602.65, page 2281, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

Ms. White spoke of the positive feedback she has received from patrons concerning the progress in re-opening the Library buildings.

VIII. DIRECTOR'S REPORT

Administration

Overseeing proper facemask use by patrons and adequate supply of gloves for staff continues to be a challenge.

We will be offering online programs only through the end of the year to continue in our efforts to limit social gatherings.

Additional partitions have been installed in the Northport and East Northport buildings to maximize the space available for independent study.

Buildings and Grounds

The scheduled air filter replacements have been performed on the HVAC systems. We are continuing to use filters with a high rating of MERV 13.

Annual steam cleaning of the carpet and upholstered furniture in Northport has been performed. Similar cleaning in East Northport is scheduled but will exclude the newly carpeted areas.

Network and Systems

New people counting sensors were installed in both buildings. These sensors will enable more accurate monitoring of the number of individuals in the building with the ability to set alerts for capacity limits. The old counters had limited functionality and were no longer supported by the manufacturer.

WiFi printing is now available in both buildings. Patrons are able to print from their own devices to the Circulation Desk where they pay to receive the printouts.

Circulation

To minimize confusion from email courtesy notices regarding quarantined items, an important note has been added stating *If you have returned the above items within the last 72 hours (our COVID-19 quarantine period), please disregard this message. The item will be taken off your account shortly. Please continue to return all items in our outdoor book drops.*

The Suffolk Cooperative Library System has increased the frequency of our inter-library loan deliveries from three to four times per week.

To provide more patron access to our expanded collection of Hotspots, 40 in total, the loan period has been reduced from three weeks to two with no auto-renewals.

Community Services

This month's virtual programs included *Birding with the Fish Guy* which had 51 attendees, *Lawns Love Fall* with 36 attendees, and the *High Line* at which 30 gardeners learned key landscape lessons.

The President of the *Friends of the Library* wrote a letter to the editor of *The Observer* to commend the library staff for all the hard work during the pandemic closure and subsequent reopening. We plan to reprint this letter in the October edition of the library newsletter.

Adult and Teen Services

The library purchased a few varieties of window facemasks. The goal was to allow patrons having difficulty hearing staff to be able to read their lips. This proved less than successful since the window would often fog. Instead, Hearo, a speech to text app, has been installed on tablets to provide readable dictation of words spoken by both parties.

The Adult Summer Reading Club (SRC) had 45 participants and Teen SRC had 55 participants. Less Teens participated this year but the number of total books read increased by greater than 30 percent.

A total of 49 Teens provided 84 hours of volunteerism during the summer.

Children and Family Services

The Children and Family Services staff are excited to be inviting families back into the Children's Rooms. Even with the modifications, patrons are thrilled to be back in the library. A display of books with their cover images wearing facemasks greets patrons as well as aisles of stuffed characters smiling behind their masks. The Museum Cove is being repurposed as furniture storage and a Zoom studio to host online library programs. Imagination has been utilized to turn the Imagination Center, an interactive play area, into underwater art.

The Children's SRC had 346 participants and seven of the top readers each read more than 4,000 minutes. Conditions necessitated that we offered an online-only SRC which lacked the personal touch provided by our SRC Pages along with the exciting atmosphere and in-library programs to encourage and applaud reading efforts.

One of our librarians taught our first *Zoom Magic Workshop* utilizing two cameras to capture close-ups of both the magician's face and hands as the tricks were demonstrated to 15 future performers.

IX. PERSONNEL REPORT

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, seconded by Mrs. Hartough and unanimously carried.

X. OTHER BUSINESS

Sunday openings will resume on October 18, 2020, as discussed at August Board Meeting.

Mr. Olney informed the Board of an upcoming article in Newsday pertaining to the Jack Kerouac manuscript.

XI. DATES OF FUTURE MEETING

Thursday, October 15, 2020	10:00am	Regular Board Meeting
Thursday, November 19, 2020	10:00am	Regular Board Meeting

XII. ADJOURNMENT

Mrs. Elsas moved to adjourn the meeting at 11:40am, 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, September 17, 2020, 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. Other Business
- XI. Date of next library board meetings:
Thursday, October 15, 2020, 10:00 AM – Regular Board Meeting
Thursday, November 19, 2020, 10:00 AM – Regular Board Meeting
- XII. Adjournment

LIBRARY BOARD MEETING

SEPTEMBER 17, 2020

ACCOUNTS PAYABLE

4215 8/19/20	\$271,133.94	Two Hundred and Seventy One Thousand One Hundred and Thirty Three Dollars & Ninety Four Cents
4216 9/2/20	\$254,463.23	Two Hundred and Fifty Four Thousand Four Hundred and Sixty Three Dollars & Twenty Three Cents
4217 9/17/20	\$168,817.49	One Hundred and Sixty Eight Thousand Eight Hundred and Seventeen Dollars & Forty Nine Cents

PAYROLL REGISTER

2280 08/21/20	\$196,137.61	One Hundred Ninety Six Thousand One Hundred Thirty Seven Dollars & Sixty One Cents
2281 09/04/20	\$295,602.65	Two Hundred Ninety Five Thousand Six Hundred and Two Dollars & Sixty Five Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
September 17, 2020

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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Daniel Epstein	PT Public Relations Assist/Step12	Community Svcs	08/28/20
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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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Promotion

Michael Porcelli	Custodial Worker I/Step 2	Buildings & Grounds	09/28/20
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Request for Leave of Absence

Jose Tolentino	Custodial Worker II/Step 20+6	Buildings & Grounds	10/01/20 – 03/31/21
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Request for Continuation of Leave of Absence

Janet Schultz	PT Library Clerk/Step 8	Circulation Services	09/30/20 – 02/01/21
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Dismissal/Termination

Chloe Lindberg	Page/\$13.00 hr.	Children & Family Svcs	09/17/20
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Report approved by Board of Trustees



 Secretary