



Northport-East Northport Public Library

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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 17, 2021, 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 meetings (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. Building Cleaning Service Contract bids for 7/01/21 - 6/30/24 (Motion required)
- XI. Other Business
- XII. Dates of next library board meetings:
Thursday, July 15, 2021. 9:30 AM – Reorganizational Meeting
10:30 AM – Regular Meeting
- XIII. Adjournment

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JUNE 17, 2021

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 17, 2021.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:04am. Also present were Georganne White, Jacqueline Elsas, Judith Bensimon, Carolyn McQuade, Assistant Director Nancy Morcerf, Director James Olney and Attorney Andrew Martingale of Hamburger, Maxson, Yaffe & McNally LLP.

New Trustee, Ms. Carolyn McQuade was administered the oath of office by Attorney Andrew Martingale.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Bensimon moved to approve minutes of Regular Board meeting, as amended, of May 20, 2021, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve minutes of Special Board Meeting of June 7, 2021, seconded by Ms. White and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$262,776.22, page 4246, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$180,806.49, page 4247, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$240,192.19, page 4248, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Ms. White moved to approve payroll of \$186,829.63, page 2300, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$190,278.43, page 2301, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditure

D. Review of Statistical Summary

VII. COMMUNICATIONS

The Board received a letter from a retired employee regarding health benefit premiums.

VIII. DIRECTOR'S REPORT

Administration

An online Workplace Violence Prevention workshop has been assigned to all staff. The course uses OSHA guidelines and recommendations to reduce staff's exposure to this hazard. This training provides staff with information on how to recognize workplace security hazards and risk factors, measures to prevent workplace assaults, and what to do when an assault occurs, including emergency action and post-emergency procedures.

The majority of the roof replacement project has been completed. The remaining tasks include installing standing seam metal flashing on the masonry parapet walls and metal capping along the perimeter. Two items outside the project scope, but which are being absorbed by the contingency fund, are new plywood underlayment and the metal flashing as mentioned above.

Staff are preparing to reintroduce in-person programs in September with a sampling of in-person programs beginning during the summer.

Buildings and Grounds

The wiring to the elevator in Northport was damaged during the roof replacement. The problem was promptly addressed by our own contractors and the cost will be billed to the roofing contractor.

Network and Systems

Existing Chromebooks have been updated and configured to support the READsquared software when assisting patrons with online Summer Reading Club reporting.

There were two more rounds of malicious emails sent out from SCLS staff accounts but we are happy to report that none of our staff members were effected.

Customer Service and Materials Management

The combining of Circulation Services with Technical Services Departments will be instrumental in keeping these areas running smoothly as all staff will be cross-trained so that they may be scheduled where they are most needed.

The library now has twenty-three print-on-demand museum passes in addition to nine physical museum passes. There are multiple benefits for patrons using the print-on-demand feature.

Print-on-demand is more convenient for self-service from home, eliminating risk of late fees or lost passes. It offers the ability for greater utilization restricted by three-day usage blocks to provide time to pick up, use and then return a physical pass.

Community Services

In September, to coincide with the twentieth anniversary of the 9/11 tragedy, the Library galleries will be hosting an art project entitled *Community of Hearts*. This will consist of heart paintings by residents in the community.

The library has again partnered with the United States Coast Guard Auxiliary to offer *About Boating Safety*. This class is both timely with the start of the boating season and in light of the recent boating tragedies.

Fire Island: The Sunken Forest was presented by Fire Island National Seashore Ranger Pat Ryley covering the rare maritime holly forest located in our own backyard. Sixty-two town residents in attendance learned about the flora, fauna, and ecosystems that make up this incredible environment.

Based on extremely low demand the printed calendar will no longer be produced. Program information is available in the printed newsletter and on the library's website eliminating this underutilized duplication.

Adult and Teen Services

Following a retirement and promotion among the clerical staff the responsibility of supervising the shelving pages in the adult area has shifted to Librarians in the Adult and Teen Services Department which aligns with the existing Children's and Family Services model.

The library was delighted to learn that two patrons who attended the Library's *English as a Second Language* classes have successfully passed their US Citizenship Exam.

Children and Family Services

The software has been configured in READsquared for the Children's Summer Reading Club (SRC). The in-person reporting will return this year with an online option. SRC programs have been scheduled as well as the development of five take home craft kits.

A promotional video utilizing this year's theme *Tails for Tales* shows the staff with tails. This video will be used in lieu of our traditional in-person class visits and viewable via the Library's website.

Displays in the Children's room this month included *Asian American and Pacific Islander Heritage*, and retrospectives on Eric Carle and Lois Ehlert.

IX. PERSONNEL REPORT

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

Ms. McQuade moved to approve "C. Resignations" in the personnel report, seconded by Ms. White and unanimously carried.

X. BUILDING CLEANING SERVICE CONTRACT BIDS FOR 6/01/21-6/30/24

Ms. White moved to award the Northport Building contract to Rainbow Maintenance and Cleaning and the East Northport Building contract to Strike Force Maintenance Corp., the lowest responsible bidders, (see attached) seconded by Mrs. Bensimon and unanimously carried.

XI. OTHER BUSINESS

To recognize the importance of Juneteenth, and in light of the shortness of time, the Library will have an Emergency closing on Saturday, June 19th.

XII. DATES OF FUTURE MEETINGS

Thursday, July 15, 2021	9:30am	Reorganizational Meeting
Thursday, July 15, 2021	10:00am	Regular Meeting

XII. ADJOURNMENT

Ms. White moved to adjourn the meeting at 12:38 pm, seconded by Mrs. Bensimon and unanimously carried.

Respectfully Submitted



Judith Bensimon
Secretary

LIBRARY BOARD MEETING

JUNE 17, 2021

ACCOUNTS PAYABLE

4246 05/26/21	\$262,776.22	Two Hundred and Sixty Two Thousand Seven Hundred and Seventy Six Dollars & Twenty Two Cents
4247 06/09/21	\$180,806.49	One Hundred and Eighty Thousand Eight Hundred and Six Dollars & Forty Nine Cents
4248 06/17/21	\$240,192.19	Two Hundred and Forty Thousand One Hundred and Ninety Two Dollars & Nineteen Cents

PAYROLL REGISTER

2300 05/28/21	\$186,829.63	One Hundred and Eighty Six Thousand Eight Hundred and Twenty Nine Dollars & Sixty Three Cents
2301 06/11/21	\$190,278.43	One Hundred and Ninety Thousand Two Hundred and Seventy Eight Dollars & Forty Three Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
June 17, 2021

A. Salary Increase
Name

Position & Grade/Step

Department

Effective Date

B. New Employees
Name

Position & Grade/Step

Department

Effective Date

Lynn Murray	Café Worker/\$14.50 hr.	Community Services	06/28/2021
Angelina Singotiko	Page/\$14.00 hr.	Adult & Teen Svcs	06/28/2021
Corinne Wolk	Page/\$14.00 hr.	Adult & Teen Svcs	06/28/2021

C. Resignations
Name

Position & Grade/Step

Department

Effective Date

James Grillo	Guard/\$21.69 hr.	Security	06/18/2021
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D. Retirement
Name

Position & Grade/Step

Department

Effective Date

E. Other
Name

Position & Grade/Step

Department

Effective Date

Report approved by Board of Trustees


Secretary

BID OPENING
Thursday May 27, 2021, 10:30 A.M.

BUILDING CLEANING SERVICE CONTRACT
EAST NORTHPORT BUILDING
07/01/21 – 06/30/24

In attendance at this opening were:

Nancy Morcerf, Assistant Director; F. Alan Olita, Head of Buildings & Grounds; Nicholas Taddeo & Ben Taddeo, Commercial Building Maintenance (CBM); and Darren Volks, Strike Force Maintenance Corporation.

BIDS:

- | | |
|---|----------------------------|
| 1. Rainbow Maintenance and Cleaning | BID: \$ 39,000/year |
| 2. Strike Force | BID: \$ 37,200/year |
| 3. oneservice: Commercial Building
Maintenance | BID: \$ 53,408/year |
| 4. CBM | BID: \$ 60,000/year |

Mrs. Morcerf advised those in attendance that the bid packets will be reviewed and the bids will be presented to the Board of Trustees of the Northport-East Northport Public Library for review at their June meeting.

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BIDS:

- | | |
|---|----------------------------|
| 1. Rainbow Maintenance and Cleaning | BID: \$ 53,000/year |
| 2. Strike Force | BID: \$ 99,300/year |
| 3. oneservice: Commercial Building
Maintenance | BID: \$ 80,112/year |
| 4. CBM | BID: \$ 70,000/year |

Mrs. Morcerf advised those in attendance that the bid packets will be reviewed and the bids will be presented to the Board of Trustees of the Northport-East Northport Public Library for review at their June meeting.