

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

**MEETING OF OCTOBER 21, 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, October 21, 2021.

**I. CALL TO ORDER**

Chairperson Margaret Hartough called the meeting to order at 10:05am. Also present were Georganne White, Jacqueline Elsas, Carolyn McQuade, Judith Bensimon, Assistant Director Nancy Morcerf, Director James Olney, Toni Wu of Bayside CPA PLLC, library accountant and Carisse Mitchell, resident/student.

**II. PLEDGE OF ALLEGIANCE** was recited by those attending.

**III. ADOPTION OF THE AGENDA**

Ms. McQuade moved to approve the agenda, seconded by Mrs. Elsas and unanimously carried.

**IV. PERIOD FOR PUBLIC EXPRESSION**

Library student Carisse Mitchell was present to observe meeting as part of her library studies.

**V. MINUTES OF PREVIOUS MEETING**

Mrs. Elsas moved to approve minutes of Regular Board meeting of September 23, 2021, seconded by Ms. White and unanimously carried.

**VI. FINANCIAL SECRETARY & TREASURER'S REPORT**

**A. Discussion and Acceptance of Auditor's Report on Examination**

After presentation and discussion of the Auditor's Report, Ms. White moved to approve the Auditor's Report, seconded by Mrs. Bensimon and unanimously carried.

**B. Approval of Warrants**

Mrs. Bensimon moved to approve warrant for \$275,157.54, page 4260, seconded by Ms. McQuade and unanimously carried.

Ms. McQuade moved to approve warrant for \$209,936.88, page 4261, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$194,694.33, page 4262, seconded by Ms. White and unanimously carried.

**C. Payroll Register**

Ms. White moved to approve payroll of \$195,028.69, page 2310, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$201,948.04, page 2311, seconded by Ms. McQuade and unanimously carried.

**D. Review of Monthly Expenditure**

E. Review of Monthly Statistics

F. 2020/2021 Audit Allocation of Funds

Ms. McQuade moved to approve Allocations of Funds (see Attached) seconded by Mrs. Elsas and unanimously carried.

VII. COMMUNICATIONS

The Board received a Thank You note from Community Services for Staff Appreciation gift cards. Part-time Library Clerk, Dolores Faherty, sent the Board a Letter of Resignation.

VIII. DIRECTOR'S REPORT

**Administration**

In-person programming is returning to either the Library Courtyard or the Northport Community Room based on the availability of space for patrons to socially distance from one another.

The outdoor showing of *The Addams Family* in the Library Courtyard was a great success. There were 78 patrons in attendance who were very appreciative of the event and expressed such in their social media posts.

The Library participated in a town-wide initiative by displaying purple lights in recognition of *National Recovery Month*, an observance held every September to promote and support treatment and recovery practices, a strong and proud recovery community, and the dedication of service providers and community members who make recovery possible.

The Town of Huntington has removed the playground equipment next to East Northport library building in preparation for the installation of new play equipment.

**Adult and Teen Services**

The SAT Prep Workshop was cancelled due to low enrollment. We referred the few registered patrons to our online databases (ePrep, Brainfuse) as well as local resources (neighboring libraries and Project Excel).

Teen Services received letters of appreciation from Atria for their inspiration paintings and from the Town of Huntington for their autumn wreaths created during Teen Volunteer Opportunities provided by the library.

Fifteen patrons attended *Cinema at the Library*, in-person, to discuss *Minari* with Dylan Skolnik.

Online classes: *SeniorNet: iPad and iPhone Safari Browser Tips and Tricks* was attended by 29 patrons and *How to Get a Civil Service Job* was attended by 15 patrons.

**Buildings and Grounds**

The carpets, upholstered furniture, and bathroom grout were cleaned in both buildings as well as the windows in East Northport.

The furniture in the accounting office has been reconfigured to freshen the space for the Senior Account Clerk who will be relocated to join the part-time Account Clerk in this office.

**Children and Family Services**

It has been wonderful to have patrons of all ages back in the buildings for programs. Colorful carpet squares are being used to define personal space for children to socially distance while attending. Many parents of preschool-age children have expressed concern about their child's development due to all the missed activities as a result of the pandemic. Some were even tearful in their appreciation of the return to in-library programs.

**Community Services**

Our first in-person concert in over a year featured Carlos Pavan, an Argentine guitarist, in celebration of National Hispanic Heritage Month. Approximately 40 patrons enjoyed his skillful blends of Argentine tango and folklore rhythms with classical and jazz concepts.

The *History of OHEKA Castle*, Long Island's largest Gold Coast mansion, was presented by Huntington Town Councilwoman Joan Cergol to 36 patrons. The history was a true fairy tale offering intrigue, struggle, and near demise, ending with a dramatic and heroic rescue.

Sixty-five history buffs learned about *The True Story of the Culper Spy Ring* operations during the American Revolution from author and historian Bill Bleyer. Information was shared about the ingenious operation of the intelligence network that supported George Washington's army and helped the Patriots win the war.

The Friends of the Library has approached *The Observer* about printing their membership application in an upcoming edition.

**Customer Service and Materials Management**

A second DVD cleaner has been purchased and installed in Customer Service and Materials Management so that collection maintenance can now be performed in both buildings.

**Network and Systems Services**

A replacement media switch was installed in the East Northport Community Room.

A new statistical database has been created to prepare the monthly library usage and collection totals.

The annual Cyber Security Training has been assigned to all staff utilizing an online subscription coordinated through the Suffolk Cooperative Library System.

**IX. PERSONNEL REPORT**

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

Ms. White 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 Ms. McQuade and unanimously carried.

**X. ADDITIONAL LIBRARY CLOSINGS**

Mrs. Bensimon moved to approve additional Library closings (see attached). Seconded by Ms. McQuade and unanimously carried.

**XI. OTHER BUSINESS**

The Library will share in a 2.1 million dollar construction grant to Suffolk Libraries with \$11,400.00 to the East Northport building and \$15,000.00 to the Northport building to replace an HVAC unit at each building.

**XII. DATES OF FUTURE MEETINGS**

Thursday, November 18, 2021	10:00am	Regular Meeting
Thursday, December 16, 2021	10:00am	Regular Meeting

**XIII. ADJOURNMENT**

Mrs. Bensimon moved to adjourn meeting at 11:50am, seconded by Ms. McQuade and unanimously carried

Respectfully Submitted



Judith Bensimon  
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, October 21, 2021, 10:00 AM** in the Board Conference Room. Toni Wu of Bayside CPA PLLC, library accountant, will be in attendance.

## REVISED 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. Discussion and acceptance of Auditor's Report on Examination (Motion required)
  - B. Approval of warrants (Motion required)
  - C. Acceptance of payroll registers (Motion required)
  - D. Review of monthly expenditures
  - E. Review of statistical summary
  - F. 2020/2021 Audit allocation of funds (Motion required)
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Additional Library Closings (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:  
Thursday, November 19, 2021, 10:00 AM – Regular Board Meeting  
Thursday, December 16, 2021, 10:00 AM – Regular Board Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING  
OCTOBER 21, 2021**

***ACCOUNTS PAYABLE***

4260 09/29/21	\$275,157.54	Two Hundred & Seventy Five Thousand One Hundred and Fifty Seven Dollars & Fifty Four Cents
4261 10/13/21	\$209,936.88	Two Hundred & Nine Thousand Nine Hundred and Thirty Six Dollars & Eighty Eight Cents
4262 10/21/21	\$194,694.33	One Hundred & Ninety Four Thousand Six Hundred and Ninety Four Dollars & Thirty Three Cents

***PAYROLL REGISTER***

2310 10/01/21	\$195,028.69	One Hundred and Ninety Five Thousand Twenty Eight Dollars & Sixty Nine Cents
2311 10/15/21	\$201,948.04	Two Hundred and One Thousand Nine Hundred and Forty Eight Dollars & Four Cents

X. Additional Library Closings (Motion required)

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

**Additional Library Closings**

December 26, 2021	Sunday	Christmas weekend	Close all day
January 2, 2022	Sunday	New Year's weekend	Close all day

VI. Financial Secretary & Treasurer's Report  
F. 2020/2021 Audit allocation of funds  
(Motions required)

Based on the recommendations from the 2020/2021 audit by Bayside CPA PLLC presented at the October 21, 2021 Board meeting, be it resolved that the Board of Trustees moves to approve that portions of the Unappropriated Fund Balance shall be allocated to the following funds:

- the Designated Fund for Accrued Sick Benefits be increased by \$80,000 to a total of \$600,000 to cover 60% of liability, and
- the Designated Fund for Capital Improvement be increased by \$250,000 to a total of \$1,750,000.



## PERSONNEL REPORT

Approval of the Following Personnel Matters  
October 21, 2021

### A. Salary Increase

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

### B. New Employees

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Loriana Donovan	PT Librarian I Trainee 3credits	Adult & Teen Svcs	11/01/2021
Gregory Thayer	PT Librarian I Trainee 27credits	Adult & Teen Svcs	11/01/2021

### C. Resignations

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Luke Frisoli	Page/\$14.00 hr.	Children & Family Svcs	10/12/2021
Caroline Hines	Page/\$14.00 hr.	Children & Family Svcs	10/11/2021
Dolores Faherty	PT Library Clerk/Step 7	Customer Svc & Mtrls	10/29/2021

### D. Retirement

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

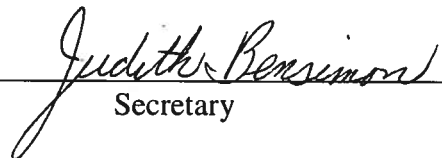
### E. Other

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

#### Promotions

Eileen Eyring	Senior Library Clerk/Step 4	Customer Svc & Mtrls	11/15/2021
---------------	-----------------------------	----------------------	------------

Report approved by Board of Trustees

  
Secretary