

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JANUARY 20, 2022

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, January 20, 2022.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:05am. Also present were Jacqueline Elsas, Carolyn McQuade, Georganne White, Judith Bensimon, Assistant Director Nancy Morcerf, and Director James Olney.

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

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Elsas moved to approve minutes of Regular Board meeting of December 16, 2021, as amended, seconded by Ms. White and unanimously carried.

Ms. White moved to approve minutes of Budget Meeting of December 16, 2021, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$280,202.57, page 4269, seconded by Ms. McQuade and unanimously carried.

Ms. McQuade moved to approve warrant for \$188,809.15, page 4270, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$45,296.50, page 4271, seconded by Ms. White and unanimously carried.

Ms. White move to approve warrant for \$65,126.32, page 4272, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$189,973.31, page 2316, seconded by Ms. McQuade and unanimously carried.

Ms. McQuade moved to approve payroll of \$186,435.65, page 2317, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditure

D. Review of Monthly Statistics

VII. COMMUNICATIONS

No Communication to Report

DIRECTORS REPORT

Administration

New York State governor Kathy Hochul issued a mask mandate on December 13, 2021, currently extended through February 1, 2022. We adjusted our security procedures to assure that a security guard or a manager is at the door reminding patrons that masks are required in the public library regardless of vaccine status. An overwhelming number of patrons comply without question.

The library was not unaffected by the holiday season uptick in COVID cases with a number of employees absent due to positive tests or exposure. Departments were stretched to cover schedules but in all areas, departmental team members pitched in making last minute changes and taking on extra shifts. The library continued to provide optimal patron service despite the attendance challenges.

Research continues on the Sustainable Shelves program provided by Baker and Taylor as a means to recycle discarded books. CSMM staff will soon visit South Huntington Library to assess how the program might be adapted for our library.

Staff were honored to meet Joe Tolentino's family at his one-year anniversary memorial. The family's video tribute showed a life well-lived and provided staff with an opportunity to engage with his family and share memories. The pizza and donuts donated by his family were appreciated by the staff.

Adult and Teen Services

The end of 2021 prompted the department to reflect upon the accomplishments achieved during another challenging year of pandemic limitations and interruptions. Several in-person programs resumed including movie discussions, Courtyard Movie, Job Fair, and Blood Drive. Staff launched new programs and modified formats for program favorites including "Between the Lines" book discussion; the new Teen Clay Class, an online Job Fair; a two-part, self-paced/online Mental Health First Aid course. Pages returned to the Adult Services department to be supervised by Librarian II staff. The new website and program registration came to fruition and overall patron experience has been seamless. The Kerouac resource guide was updated with a new look. The Community of Hearts project was a resounding success thanks to staff teamwork and community support. Teen

program highlights: 30 teens decorated winter wreaths for local senior citizens; 45 teens put together pull toys for shelter pups; and 26 teens detected how to do a data detox.

Buildings and Grounds

The Northport fireplace will undergo inspection to assess its safe operation following the roof replacement project which impacted its two small chimneys. PSEG notified the library of an upcoming tree pruning/shearing project on Laurel Avenue. PSEG intended to trim the large oak tree near Dove's Garden. Our arborist informed us that if the tree was pruned, it would likely die and recommended that the tree be removed instead. PSEG agreed to remove the tree and we will be responsible for the removal of the stump. It is possible that the stump may be preserved as a feature in the courtyard for either seating or as home to the new musical flowers.

Children and Family Services

Children were hopping and popping (bubble wrap) to celebrate New Year's Eve in both buildings (to allow for better social distancing). Children received a party in a bag which included 2022 eye glasses and noisemakers. At a recent Youth Services Managers' meeting, in-person versus virtual programming was a major topic of discussion. Most libraries are having best success with Zoom programs. Not us. Our smallest patrons and their caregivers prefer to attend the in-person programs. The December gingerbread theme was well-received: 166 Gingerbread Activity packets were picked up; 142 patrons viewed the *Library Gingerbread Man* video; and 121 children searched the Children's Room for "runaway" gingerbread men with hints provided in the scavenger hunt handout. To celebrate Letter Writing Day, patrons used all 300 cards in one of four original winter designs prepared by librarians to write letters to friends and family. Everyone in the Children's Room was "Chillin' with My Snomies" thanks to the clever bulletin board which featured snowmen and snow-themed book covers.

Community Services

The "On-Your-Own Train Trip to NYC" resumed on Saturday December 4. Thirty patrons rode the rails together for the first time since 2019. We collected hats, gloves, mittens, and socks throughout the month on behalf of the Family Service League. Hundreds of new and handmade items were donated to local individuals and families in need. The Town of Huntington "Laurel Club" senior group hopes to resume meeting at the library on Wednesdays, in April. Zone wide, 95 patrons zoomed in to discover how

to “Decode the Mysteries of Cats” and learned about the motivation behind the ‘drive by ankle biting.’

Customer Service and Materials Management

All staff watched training videos to prepare for the website launch. Magazine and East Northport video games (adult) checkouts climbed this month. Work continues on the updated department manual. Thanks to the merging of “circulation and technical services,” much of the technical processing can be achieved in the offices behind the circulation desks – this eliminates the need to have books and other materials sent between buildings which cuts down on the weight of items transported between buildings by custodial staff.

Network and Systems

It was time to purchase new clocks for the Northport Community Room and stock up on PPE and disinfectant to see us through the recent COVID surge.

The night before the new website launched, our “wizard of all things technological” was at work behind the scenes transitioning DNS settings, resolving safety certificates, and noting a few links which needed updating before the site went “live.”

IX. PERSONNEL REPORT

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

Mrs. Elsas moved to approve “C. Resignations” in the personnel report, seconded by Ms. White and unanimously carried.

Ms. White moved to approve “D. Retirements” in the personnel report, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve “C. Resignations” in the personnel report addendum, seconded by Ms. McQuade and unanimously carried.

X. REVISION OF EXHIBIT AND DISPLAY POLICY

Mrs. Elsas moved to approve Revisions of Exhibit and Display Policy,(see attached), seconded by Ms. White and unanimously and carried.

XI. OTHER BUSINESS

The Library Staff Association agreed to the extension of the existing contract to June 30, 2025.

The Library Staff Association agreed to the extension of the existing contract to June 30, 2025.

MEETING OF January 20, 2022

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Approved

XII. DATES OF FUTURE MEETING

Thursday, February 17, 2022

10:00am

~~Regular Board Meeting~~

Tuesday, March 22, 2022

5:30pm

Regular Board Meeting

Tuesday, March 22, 2022

7:30pm

Public Information Meeting

XIII. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 11:47 am, seconded by Ms. White 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, January 20, 2022, 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 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. Revision of Exhibit and Display Policy (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:

Thursday, February 17, 2022, 10:00 AM – Regular Meeting
Tuesday, March 22, 2022, 5:30 PM – Regular Meeting
Tuesday, March 22, 2022, 7:30 PM – Public Information Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING
JANUARY 20, 2022**

ACCOUNTS PAYABLE

4269 12/27/21	\$280,202.57	Two Hundred & Eighty Thousand two Hundred and Two Dollars & Fifty Seven Cents
4270 1/05/22	\$188,809.15	One Hundred & Eighty Eight Thousand Eight Hundred and Nine Dollars & Fifteen Cents
4271 1/14/22	\$45,296.50	Forty Five Thousand Two Hundred and Ninety Six Dollars & Fifty Cents
4272 1/20/22	\$65,126.32	Sixty Five Thousand One Hundred and Twenty Six Dollars & Thirty Two Cents

PAYROLL REGISTER

2316 12/24/21	\$189,973.31	One Hundred and Eighty Nine Thousand Nine Hundred and Seventy Three Dollars & Thirty One Cents
2317 1/07/22	\$186,435.65	One Hundred and Eighty Six Thousand Four Hundred and Thirty Five Dollars & Sixty Five Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
January 20, 2022

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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Francesca Malon	Page/\$15.00 hr.	Adult & Teen Svcs	01/31/22
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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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Amy Guethlein	PT Library Clerk/Step 1	Circulation Services	12/30/21
Eric Ringgold	PT Custodian I/Step 2	Buildings & Grounds	01/13/22

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Candace Reeder	Librarian IV	Administration	01/28/22
Ellen Crawford	Library Clerk/Step 8	Technical Svcs	08/22/21

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

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
January 20, 2022

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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Denise Makowski	PT Librarian I/Step I	Children & Family Svcs	01/31/2022
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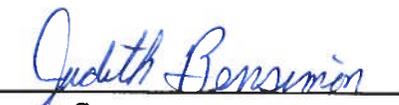
D. Retirement

<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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Report approved by Board of Trustees



Secretary



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EXHIBIT AND DISPLAY POLICY

The purpose of the Northport-East Northport Public Library's designated areas for exhibit/display is to increase public awareness of the Library's resources and to support its mission as an educational, informational, cultural, and recreational center for the community it serves. Exhibits and displays are organized by the Library to further this mission. The Library reserves the right to determine what exhibits/displays will be solicited and accepted. Library exhibits/displays shall promote one or more of these purposes:

1. to promote Library services, collections or programs
2. to highlight current issues, events, or other subjects of public interest
3. to display arts, crafts, photographs, writings, or collections when they promote or complement the mission of the Library

In recognition of the Library's function of encouraging and facilitating the free and open exchange of ideas and expressions of thought and creativity, the Trustees of the Northport-East Northport Public Library shall make available, within the Library's facilities, designated areas for the display of works of art. In light of the limited display areas available, the determination of which works of art shall be displayed shall be made solely by the Library Director. In making such determination the Director shall be mindful that the function detailed above must be tempered by the recognition that the patrons of the Library are of different ages, backgrounds, and tastes. Moreover, since the public display of art is not the principal purpose of the Library, discretion shall be exercised to ensure that all displays reflect not only diversity of expression, but also the diversity of the community we serve.

GUIDELINES FOR EXHIBITS/DISPLAYS

1. All exhibitors are required to complete, in advance, an "EXHIBIT APPLICATION FORM". The application shall be submitted at least 3 months in advance of the exhibit date, and shall be subject to the approval of the Library Director.
2. The Library reserves the right to cancel exhibits/displays at any time for any reason.
3. All works included in any exhibit must be approved by the Library Director.

4. The installation of art work must be done by the exhibitor, subject to the approval of the Director, at the designated time and areas within the library. Transportation of works must be arranged by the exhibitor.
5. All exhibits will be displayed for a specified period of time (usually from the first day to the last of any month) and shall be removed promptly at the conclusion of the exhibit.
6. All art works (i.e. paintings, prints, posters, etc.) must be properly wired and framed by the exhibitor. Supplies needed for wall or showcase exhibits (stands, identifying cards or other props) must be provided by exhibitor. Legible, typed lists, corresponding to numbered items on exhibit, must be provided by the exhibitor.
7. Exhibitors may display 8 ½ x 11 flyers with biographical or other explanatory information and business cards. A holder is located in the gallery for this purpose. Please do not affix any signs or labels to the gallery walls.
8. The Library will not act as intermediary in the sale of artwork. The Library will provide the name and telephone number of the exhibitor upon request. A list of item prices and business cards are optional and may be left at the Reference Desk.
9. All items placed on exhibit/display in the Library are done so at the exhibitor's own risk. The Northport-East Northport Public Library is relieved of all liability for mutilation, damage, theft or loss of any exhibited items from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.
10. All publicity and press releases prepared by the exhibitor must be submitted to the Library Director for approval prior to being sent out to the media.
11. Exhibitors may contact the Library's Community Services Department to arrange for a *Meet the Artist*. A *Meet the Artist* is an opportunity for artists to discuss their work with Library patrons, and must be scheduled at the time of this application. The Library will provide a 1 ½ hour time slot in the gallery. Exhibitors are permitted to provide cookies or pastries only, as well as non-alcoholic beverages. Exhibitors are responsible for providing any paper goods such as tablecloths, cups, napkins, and plates. (Please keep in mind that your guests may purchase beverages and snacks at the Library Cafes. **which are open weekday evenings until 8:00 PM**)
12. Fire regulations shall be observed at all times.
13. Any or all exhibit procedures shall be subject to change without notice by the Library Board of Trustees.

Adopted 07/98
Revised 05/13, 06/18,
06/19, 02/20, 01/21