

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF AUGUST 18, 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, August 18, 2022.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:00am. Also present were Jacqueline Elsas, Michelle Glennon, Georganne White, Margaret Hartough, 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

Heather Larkin, Head of Customer Services and Material Management of Northport and East Northport, gave the Board a presentation explaining the workings of her Department.

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Elsas moved to approve minutes of Reorganizational meeting of July 21, 2022, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve minutes of the Regular Board of July 21, 2022, seconded by Ms. White and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Ms. White moved to approve warrant for \$315,614.51, page 4293, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$203,397.45, page 4294, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$95,123.15, page 4295, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$1,390.00 page 4296, seconded by Ms. White and unanimously carried.

B. Payroll Register

Ms. White moved to approve payroll of \$195,206.89, page 2334, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$193,884.81, page 2335, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

VII. COMMUNICATIONS

No Communications To Report

VIII. PERSONNEL REPORT

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

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

Ms. White moved to approve "E. Other in the personnel report, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve "E. Other" in the personnel report addendum, seconded by Mrs. Elsas and unanimously carried.

IX. REVIEW OF SUSTAINABILITY POLICY

Mrs. Glennon moved to approve, as amended, Sustainability Policy, (see attached) seconded by Ms. White and unanimously carried..

X. RESOLUTION TO APPROVE TRANSFER AND RETENTION OF COUNSEL

Ms. White moved to approve Transfer and Retention of Counsel, (see attached) seconded by Mrs. Hartough and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney spoke of attending Library Board Meeting at Smithtown Public Library Library

XII. FUTURE MEETINGS

Thursday September 22, 2022	10:00am	Regular Board Meeting
Thursday October 20, 2022	10:00am	Regular Board Meeting

XIII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 11:35 am, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted



Michelle Glennon
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, August 18, 2022, at 10 AM** in the Board Conference Room.

A G E N D A

- 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
- VII. Communications
- VIII. Personnel Report (Motion required)
- IX. Review of Sustainability Policy (Motion required)
- X. Resolution to Approve Transfer and Retention of Counsel (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, September 22, 2022, 10:00 AM – Regular Board Meeting
Thursday, October 20, 2022, 10:00 AM – Regular Board Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING
AUGUST 18, 2022**

ACCOUNTS PAYABLE

4293 7/20/22	\$315,614.51	Three Hundred and Fifteen Thousand Six Hundred and Fourteen Dollars & Fifty One Cents
4294 8/3/22	\$203,397.45	Two Hundred & Three Thousand Three Hundred and Ninety Seven Dollars & Forty Five Cents
4295 8/18/22	\$95,123.15	Ninety Five Thousand One Hundred and Twenty Three Dollars & Fifteen Cents

PAYROLL REGISTER

2334 7/22/22	\$195,206.89	One Hundred and Ninety Five Thousand Two Hundred and Six Dollars & Eighty Nine Cents
2335 8/5/22	\$193,884.81	One Hundred and Ninety Three Thousand Eight Hundred and Eighty Four Dollars & Eighty One Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
August 18, 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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Bernard Sabatino	Guard/\$20.00 hr.	Security	08/22/2022
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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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Jeffrey Poeira	Guard/\$20.79 hr.	Security	08/01/2022
Vincent Catalano	Guard/\$23.09 hr.	Security	08/17/2022
Grace Reuschle	Page/\$15.30 hr.	Adult & Teen Svcs	08/19/2022
Joseph Monroy	Page/\$15.30 hr.	Adult & Teen Svcs	08/19/2022

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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Request for Leave of Absence

Anna Allacco	Page/\$15.30 hr.	Adult & Teen Svcs	09/03/22 – 09/15/22
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Report approved by Board of Trustees


Secretary



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SUSTAINABILITY POLICY

The Library acknowledges and values the important role it plays as a model and a leader in the community both today and for the future. The Library Board of Trustees, Administration, and staff are committed to reducing the Library's environmental footprint and promoting environmental stewardship at all levels of the organization. Our goal is to minimize the organization's impact and maximize future generations' ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources.

The Library supports sustainable principles that ensure a resilient, sustainable community and Library for all residents. We strive for economic efficiency, to conserve energy and water, support renewable energy resources, minimize pollution and waste, protect habitat, buy environmentally-friendly products, and encourage environmentally-preferable transportation. These efforts are also extended to our contractor and supplier relationships.

Environmentally-friendly purchasing adds considerations to the price and performance criteria that organizations use to make purchasing decisions. Environmentally-friendly purchasing considers supply chain management and is also known as environmentally preferred purchasing (EPP), green procurement, affirmative procurement, eco-procurement, and environmentally responsible purchasing. Environmentally-friendly purchasing attempts to identify and reduce environmental impact and to maximize resource efficiency. Within the confines of the State General Municipal Law and Education Law, the Library acknowledges the following:

Guiding Purchasing Principles

- Consider environmental factors in addition to price and performance.
- Emphasize pollution prevention early in the purchasing process. Consider packaging and whether the product contains or produces toxins.
- Examine multiple environmental attributes throughout a product's or service's life cycle. Look at the whole life of the product, from manufacture through use and disposal.
- Compare relative environmental impacts when selecting products and services.
- Collect and consider purchasing decisions on accurate and meaningful information about environmental performance.

Employee understanding and involvement are essential to the successful implementation of this policy. Library staff are encouraged to be proactive and apply sustainable thinking in the areas of their facilities, operations, procedures, technology, programming, and partnerships. The Library strives toward the "triple bottom line" definition of sustainability: using practices that are *environmentally sound, economically feasible, and socially equitable*.

REGULAR MEETING

RESOLUTION:

RESOLUTION APPROVING TRANSFER AND RETAINING COUNSEL

RESOLVED, pursuant to the letter from Library Counsel Andrew K. Martingale, dated July 28, 2022, the Board authorizes the transfer of all paper and electronic files of the Library from Hamburger, Maxson, Yaffe & Martingale, LLP ("HMY") to Quatela Chimeri, PLLC, and retains Andrew K. Martingale of Quatela Chimeri, PLLC, as Library Attorney, effective September 1, 2022, on the same terms and conditions as the retainer letter on file with the Library from HMY.

DISPOSITION OF THE BOARD

MOVED: Georganne White

SECONDED: Margaret Hartough

THOSE IN FAVOR 5 **THOSE OPPOSED** 0 **THOSE ABSTAINING** 0

COMMENTS: Carolyn McQuade familiar with quality of new firm.

DATE: August 18, 2022

Long history and trust with Counsel. Counsel experienced with library settings.