

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JANUARY 23, 2025

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 23, 2025.

- I. **CALL TO ORDER**
President Carolyn McQuade called the meeting to order at 10:03 am. Also present were Margaret Hartough, Jacqueline Elsas, Michelle Glennon, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was Lisa Herskowitz.
- 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 MEETINGS**
Mrs. Elsas moved to approve minutes of meeting of December 19, 2024, as amended, seconded by Mrs. Glennon and unanimously carried.
- VI. **FINANCIAL SECRETARY & TREASURER'S REPORT**
 - A. **Approval of Warrants**
Mrs. Glennon moved to approve warrant for \$368,647.56, page 4390, seconded by Mrs. Hartough and unanimously carried.
Mrs. Hartough moved to approve warrant for \$232,892.17, page 4391, seconded by Mrs. Elsas and unanimously carried.
Mrs. Elsas moved to approve warrant for \$73,553.20, page 4392, seconded by Mrs. Glennon and unanimously carried.
Mrs. Glennon moved to approve warrant for \$127,596.45, page 4393, seconded by Mrs. Hartough and unanimously carried.
Mrs. Hartough moved to approve warrant for \$337,012.24, page 4394, seconded by Mrs. Elsas and unanimously carried.
 - B. **Payroll Register**
Mrs. Elsas moved to approve payroll of \$217,754.26, page 2400, seconded by Mrs. Glennon and unanimously carried.
Mrs. Hartough moved to approve payroll of \$6,775.02, page 2401, seconded by Mrs. Elsas and unanimously carried.
Mrs. Elsas moved to approve payroll of 1,285.93, page 2402, seconded by Mrs. Glennon and unanimously carried.
Mrs. Glennon moved to approve payroll of \$219,550.76, page 2403, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$218,287.94, page 2404, seconded by Mrs. Elsas and unanimously carried.

- C. Review of Monthly Expenditures
- D. Review of Statistical Summary

VII. COMMUNICATIONS

No Communications to Report

VIII. DIRECTOR'S REPORT

Administration

Following a light snow on Monday, which lasted longer than predicted, department heads were asked to remind staff to report on any weather-affected areas which may need attention. Buildings and Grounds offices are located on the lower-level offices and do not have window views. Staff should contact Administration or Buildings and Grounds when they see weather impacting walkways or water building up on floors or stairs. Thanks to a staff member who reported on black ice in the school parking lot at 5:00 p.m. the custodial team was able to apply salt to give staff better footing. Staff were also reminded of the contract language which refers to employee lateness due to weather conditions – the “two-hour” clause.

Staff from various departments will soon work on monthly displays for the bulletin board East Northport Staff lounge. Requested by a staff member during the EN lounge renovation, the staff bulletin board will be a place for team building and peer motivation.

Adult and Teen Service

2024 was a year of cheering on each other's successes and supporting each other in difficult times. Thank you to colleagues in neighboring departments who helped in all phases of projects so we could effectively provide the best public service to our patrons. Winter reading club is underway. Wowbrary (new library materials) has seen a surge in page views. Shredding bins are well-used and an increase in patron interest is anticipated as we move into “tax season.” Eighteen teen programs were offered with 229 teens attending.

Buildings and Grounds

Filters have been replaced on all library drinking fountains. This is in addition to regular cleaning and sanitizing of the popular feature. Septic system maintenance was performed in both buildings and the fire suppression's annual inspection and flow control test was performed. HVAC air filters were replaced in both buildings. The East Northport front entrance concrete and handrail improvements have been completed.

Children and Family Services

570 children completed the December "Sesame Street" scavenger hunt. 552 letters were written for the Wounded Warrior Project letter collection. Six families gathered for four rounds of Bingo fun featuring "Silly Simon Says Bingo" and "Kids Call Bingo" and more. The year concluded with 73 festive partygoers counting down at the annual Noon Year's Eve Party on December 30, 2024.

Community Services

98 patrons enjoyed the "Holiday Favorites" presented by the Paul Effman Band. 15 patrons learned how to "Manage Family Stress During the Holidays." 35 adult patrons came to pet the "Canine Buddies." 90 patrons enjoyed the "Island Winds Chamber Ensemble Holiday Concert." AARP Tax-Aide registration for February appointments began on Wednesday, January 8, 2025.

Customer Service and Materials Management

Heather Larkin is now a member of the Technical Advisory Committee to PALS. The committee has begun to work on the need for order records to show in Vega when items have been pre-ordered.

We will soon send the 13th shipment of books for recycling to Better World Books. We received a credit of \$366.41 for the books that were sent to Baker and Taylor Sustainable Shelves.

Network and Systems

The OCLC Museum Key account is activated. Museums have been associated with their library barcodes and data regarding each museum's hours, holidays, etc. is being entered. Testing and training will begin shortly.

IX. PERSONNEL REPORT

No Personnel To Report

X. REVISION OF REMOTE ACCESS TO INTERNAL NETWORK POLICY

Mrs. Hartough moved to approve Revisions to Remote Access to Internal Network Policy,(see attached) seconded by Mrs. Elsas and unanimously carried.

XI. REVISION OF STAFF COMPUTER USE POLICY

To be discussed at next month's meeting.

XII. OTHER BUSINESS

Received signed Memorandum of Agreement from staff association to extend current contract from July 2025 to June 2028.

XII. DATES OF FUTURE MEETINGS

Thursday, February 13, 2025	10:00am	Regular Board Meeting
Tuesday March 25, 2025	5:30pm	Regular Board Meeting
Tuesday March 25, 2025	7:30pm	Public Information Meeting

XIV. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 11:46am, seconded by Mrs. Glennon 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, January 23, 2025, at 10:00 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(s) (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 Remote Access to Internal Network Policy (Motion required)
- XI. Revision of Staff Computer Use Policy (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:
Thursday, February 13, 2025, 10:00 AM – Regular Meeting
Tuesday, March 25, 2025, 5:30 PM – Regular Meeting
Tuesday, March 25, 2025, 7:30 PM – Public Information Meeting
- XIV. Adjournment

**LIBRARY BOARD MEETING
JANUARY 23, 2025**

ACCOUNTS PAYABLE

4390 12/18/24	\$368,647.56	Three Hundred & Sixty Eight Thousand Six Hundred and Forty Seven Dollars & Fifty Six Cents
4391 1/1/25	\$232,892.17	Two Hundred & Thirty Two Thousand Eight Hundred & Ninety Two Dollars & Seventeen Cents
4392 1/7/25	\$73,553.20	Seventy Three Thousand Five Hundred & Fifty Three Dollars & Twenty Cents
4393 1/23/25	\$127,596.45	One Hundred & Twenty Seven Thousand Five Hundred & Ninety Six Dollars & Forty Five Cents
4394 1/15/25	\$337,012.24	Three Hundred & Thirty Seven Thousand & Twelve Dollars & Twenty Four Cents

PAYROLL REGISTER

2400 12/20/24	\$217,754.26	Two Hundred & Seventeen Thousand Seven Hundred and Fifty Four Dollars & Twenty Six Cents
2401 12/20/24	\$6,775.02	Six Thousand Seven Hundred and Seventy Five Dollars & Two Cents
2402 12/23/24	\$1,285.93	One Thousand Two Hundred and Eighty Five Dollars & Ninety Three Cents



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REMOTE ACCESS TO INTERNAL NETWORK POLICY

The Northport-East Northport Public Library strives to provide continuous service and to safeguard the personal information of our patrons with the utmost diligence. To this end, providing remote access to the library's internal network and resources is extremely limited and carefully monitored.

Staff Remote Access

Only the head of the library's Network & Systems Services Department, the Library Director and Library Assistant Director can access the library's systems remotely. The library does not offer remote access to the library's internal network to any other staff members. The risk of infecting the library's systems with viruses and malware potentially running on staff members' home computers is too great.

These specifically authorized staff access a password protected, SSL encrypted website, through which they are granted access to virtual computers running within the library's internal network.

Third Parties

The library only allows remote access to its systems by third parties when it is vital to resolving an immediate issue. When such a need arises, only minimal access is provided to solve the problem. While the remote session takes place, a member of the Network & System Services Department is required to observe the session, inquire about any questionable activities, and, if necessary, terminate the session. As soon as the problem is resolved or the staff member is no longer able to monitor the session, the session should be terminated and remote access privileges revoked.