

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF FEBRUARY 13, 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, February 13, 2025.

- I. **CALL TO ORDER**
President Carolyn McQuade called the meeting to order at 10:02 am. Also present were Margaret Hartough, Jacqueline Elsas, Michelle Glennon, Lisa Herskowitz, 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**
Librarian Rosalia Millan of the Lindenhurst Memorial Library attended.
- V. **MINUTES OF PREVIOUS MEETINGS**
Mrs. Elsas moved to approve minutes of the meeting of January 23, 2025, 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 \$268,915.58, page 4395, seconded by Mrs. Herskowitz and unanimously carried.
Mrs. Herskowitz moved to approve warrant for \$94,945.54, page 4396, seconded by Mrs. Hartough and unanimously carried.
 - B. **Payroll Register**
Mrs. Hartough moved to approve payroll of \$243,136.63, page 2405, seconded by Mrs. Elsas and unanimously carried.
 - C. **Review of Monthly Expenditures**
 - D. **Review of Statistical Summary**
 - E. **ACCEPTANCE OF NEW YORK STATE ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES**
Mrs. Elsas moved to approve New York State Annual Report for Public and Association Libraries, as amended, seconded by Mrs. Glennon and unanimously carried.
- VII. **COMMUNICATIONS**
No Communications to Report
- VIII. **DIRECTOR'S REPORT**

Administration

When the library has a delayed opening for inclement weather, staff should not arrive too early. Walkways, parking lots and emergency exits must be cleared before we open the building and the time that we need for clearing is factored into the time that we will open for staff and patrons. Delays and building closures will be communicated via the Dial My Calls communication system. A test of that system was conducted in December of 2024.

Adult and Teen Services

The Adult Winter Reading Club is underway now through March 4th. The new Library of Things Collection is being established with a number of items selected after polling colleagues here and at other libraries. Storage will be a key factor in the development and usability of this collection in addition to the need for software to manage the reservations and circulation of the materials.

One of our librarians worked with the Northport Historical Society and the filming crew to create an upcoming documentary featuring the decades old *Still in Love* sidewalk graffiti in Northport Village. Our librarian was filmed assisting the Historical Society member in their research.

Staff training continues as colleagues prepare quick guides and teach colleagues on how to use new software, MuseumKey and Ingram iPage.

Buildings and Grounds

The door to the East Northport book lift elevator was stuck in the open position. Following a visit from our elevator maintenance company, necessary parts have been ordered.

The final cleanup of the landscaping in both buildings was completed for the season.

The Circulation Desk in Northport will be renovated this weekend. While work is taking place, Customer Services staff will be assisting patrons at temporary workstations located in the Adult Reference Desk and Children's Room.

The stage lighting in the Northport Community Room will be upgraded this weekend as well.

Children and Family Services

Planning has already begun for the 2025 Summer Reading Club, *Color Our World*.

Another season of the Moms Group is underway where the moms and children continue to create friendship bonds.

The month concluded with the first ever Lunar New Year Celebration. Sixty-five patrons attended.

A children's librarian overheard a conversation between a mom and a dad who were accompanied by their two children (ages one and three) . . .

Mom: Thank God for the library.

Dad: I know, right? How many hours a week do you think we spend here? Like seven or eight?

Mom: (laughing) Did you ever think we would be spending this time at the library?

Community Services

The social worker had ten appointments in January and worked with 14 patrons.

Twenty-seven patrons took part in the Winter Sowing Workshop featuring native plants; 44 patrons enjoyed NAC Presents! Michael Serraino; and 82 patrons Unlocked Joy and transformed their lives with the KonMari Method (sponsored by the Friends of the Library).

Outside groups which used the Community Rooms in January include: Girl Scouts; Sigma Psi Omega Chapter Sorority; Northport High School Band booster club; Northport Quilters; Cub Scouts; and the East Northport Civic Association.

Customer Service and Materials Management

A project team has been meeting with Administration and Network and Systems to discuss a new library card procedure which will reduce paper use and storage needs.

Staff continue to work with colleagues in other departments to shift the major portion of our book ordering from Baker and Taylor to Ingram Content. Baker and Taylor has lost contracts with a number of key publishers and has not been able to ship the materials that we have had on order. We are nearing the completion of the behind-the-scenes work to make this move, librarians in Teen, Children's and Adult Services are now making purchase selections using the Ingram iPage.

Network and Systems

MuseumKey has been launched following a multi-departmental effort to find a workable replacement for the unexpected loss of TixKeeper. A number of staff worked with the Network and Systems department while testing the software and suggested procedures to maximize our patrons use of this new museum pass reservation system.

The Sierra 6.3 update was problematic and created issues throughout the day, especially with any software or action which required the patron information API, including Libby and other online subscription databases.

Microsoft licensing has become a new challenge as we work to upgrade our patron computers and have learned that Dell no longer holds the New York State OGS Contract for this software. Apparently, public libraries no longer qualify for educational pricing. Work continues on this new challenge.

IX. PERSONNEL REPORT

Mrs. Glennon moved to approve "D. (Retirement) in the Personnel Report, seconded by Mrs. Herskowitz and unanimously carried.

Mrs. Herskowitz 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.

X. ADOPTION OF THE STATE OF NEW YORK DEFERRED COMPENSATION PLAN

Mrs. Elsas moved to approve Adoption of the NEW YORK STATE COMPENSATION PLAN, seconded by Mrs. Glennon and unanimously carried.

XI. PROPOSALS FOR LANDSCAPE MAINTENANCE PROGRAM MARCH 2025-DECEMBER 2027

Mrs. Glennon moved to approve Proposal for Landscape Maintenance Program for March 2025-December 2027, (see attached) seconded by Mrs. Herskowitz and unanimously carried.

XII. REVISION OF STAFF COMPUTER USE POLICY

Mrs. Herskowitz moved to approve revision to Staff Computer Use Policy, as amended. (see attached), seconded by Mrs. Hartough and unanimously carried.

XIII. OTHER BUSINESS

Mr. Olney shared with the Board letter to the Community.

Mr. Olney spoke of upcoming Trustee meeting at SCLA.

XIV. DATES OF FUTURE MEETINGS

Tuesday, March 25, 2025	5:30pm	Regular Board Meeting
Tuesday, March 25, 2025	7:30pm	Public Information Meeting
Tuesday, April 8, 2025	9:00am-9:00pm	Library Vote & Trustee Election

XV. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 12:08pm, 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, February 13, 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
 - E. Acceptance of New York State Annual Report for Public and Association Libraries – 2024 (Motion required)
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Adoption of the State of New York Deferred Compensation Plan (Motion required)
- XI. Proposals for Landscape Maintenance Program March 2025-December 2027 (Motion required)
- XII. Revision of Staff Computer Use Policy (Motion required)
- XIII. Other Business
- XIV. Date of next library board meetings:
Tuesday, March 25, 2025, 5:30 PM – Regular Meeting
Tuesday, March 25, 2025, 7:30 PM – Public Information Meeting
Tuesday, April 8, 2025, 9:00 AM – 9:00 PM – Library Vote & Trustee Election
Thursday, April 17, 2025, 10:00 AM – Regular Meeting
- XV. Adjournment

**LIBRARY BOARD MEETING
FEBRUARY 13, 2025**

ACCOUNTS PAYABLE

4395 1/29/25	\$268,915.58	Two Hundred & Sixty Eight Thousand Nine Hundred and Fifteen Dollars & Fifty Eight Cents
4396 2/13/25	\$94,945.54	Ninety Four Thousand Nine Hundred & Forty Five Dollars & Fifty Four Cents

PAYROLL REGISTER

2405 1/31/25	\$243,136.63	Two Hundred & Forty Three Thousand One Hundred and Thirty Six Dollars & Sixty Three Cents
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PERSONNEL REPORT

Approval of the Following Personnel Matters
February 13, 2025

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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D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Nancy Morcerf	Assistant Director	Administration	03/28/25
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E. Other

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Effective Date</u>
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Promotion

Request for Leave of Absence

Jack Heaviside	Page	Adult & Teen Svcs	04/10/25-04/22/25
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Report approved by Board of Trustees


Secretary

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
February 13, 2025

A. Salary Increase

Name Position & Grade/Step Department Effective Date

B. New Employees

Name Position & Grade/Step Department Effective Date

C. Resignations

Name Position & Grade/Step Department Effective Date

D. Retirement

Name Position & Grade/Step Department Effective Date

E. Other

Name Position Department Effective Date


Promotion

Request for Leave of Absence

Lauren Tellerman Librarian I

Children & Family Svcs 03/14/25-07/01/25

Report approved by Board of Trustees


Secretary

Adoption of the State of New York Deferred Compensation Plan

WHEREAS, The Northport - East Northport Public Library wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the "Plan") for voluntary participation of all eligible employees; and

WHEREAS, The Northport - East Northport Public Library is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law* and

WHEREAS, The Northport - East Northport Public Library has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with The Northport - East Northport Public Library by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

* A local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law includes: a county, city, town, village or other political subdivision as defined in Section 131 of the retirement and Social Security law or civil division of the State; a school district or other governmental entity operating a public school, college, or university; a public improvement or special district, a public authority, commission, or public benefit corporation; or any other public corporation, agency or instrumentality or unit of government which exercises governmental powers under the laws of the State.

NOW, THEREFORE, it is hereby:

RESOLVED, that The Northport - East Northport Public Library hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of The Northport - East Northport Public Library are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

Adopted the thirteenth day of February, 2025, at a meeting of the Board of Trustees.

I hereby certify that The Northport - East Northport Public Library is a local public employer within the meaning of Section 5 of the State Finance Law and that the adoption of the Plan has received all required approvals of any local governing body or officer and otherwise complies with local law.

Carolyn McQuade
President, Board of Trustees
Northport-East Northport Public Library

Consent of the Deferred
Compensation Board of the
State of New York to
Local Public Employer's
Participation

By: _____



Northport-East Northport Public Library

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STAFF COMPUTER AND DIGITAL DEVICE USE POLICY

The Northport-East Northport Public Library relies heavily upon its computer and digital information systems to meet operational, financial, educational and informational needs. It is essential the library computer systems and computer network, as well as the data they store and process, be operated and maintained in a secure environment and in a responsible manner. The computer systems and computer network must be protected from misuse and unauthorized access to safeguard this vital library resource.

This policy applies to all Northport-East Northport Public Library staff whether full-time, part-time, temporary, or volunteer who access library-owned computers, digital devices, and network equipment, including office desktop computers and laptops, library servers, networks, and networking equipment. It also applies to all staff use of non-library owned computers and digital devices that are not library owned connected to the library's computer network and to their use of computers and digital devices ing resources owned or managed by the Northport-East Northport Public Library.

Data Protection:

- Staff members are to safeguard the integrity, accuracy, and confidentiality of library records.
- Staff members may not view or alter library records unless they have the specific authority and responsibility to do so.
- Monitors should be positioned to prevent unauthorized reading of sensitive information.
- Storage or dissemination of patron or personnel data must be safeguarded against unauthorized viewing as well as loss.
- The Northport-East Northport Public Library *Records Retention Policy* should be consulted when determining storage and disposal of patron or personnel data.
- Staff is only granted access to the data and functions required in order to fulfill their day-to-day job responsibilities. No attempt should be made to access a higher levels of privileges than authorized on library computer systems.

Password Access:

- Staff computer passwords are confidential and must be safeguarded at all times. Staff members are held accountable for all the processing done with their passwords. For their protection, staff members must therefore ensure that their passwords are not shared with anyone.
- It is the staff member's responsibility to ensure that passwords are never left unprotected or unsecured. Any unprotected password can lead to a security breach. Staff computers and digital devices must be logged off to a point that requires a new logon whenever their work area is left unattended.
- Staff is required to choose secure passwords consistent with industry recommendations that are at least 6 characters long, contain at least one number, one uppercase letter, and one lower case letter. Passwords cannot contain dictionary words or proper names.
- Staff may be required to select a new password after an incident or on a periodic basis.

- Staff members are not authorized to access a system or area of a system using knowledge of access abilities gained from any other position or place of employment.

Network Security:

- Staff is not permitted to change, add, or remove hardware or software without authorization of the Network & Systems Services Department Head. Tampering or altering library equipment or software is not permitted.
- Attempts to circumvent library computer, digital devices, systems and computer or network security or any attempt to gain unauthorized access is prohibited.
- Any user who finds a possible security lapse on the library system is obliged required to immediately report it to the Network & Systems Services Department.
- Breaches in system security or knowledge of a password are not to be used to damage library computer and digital devices or obtain unauthorized access.
- Creation or installation of any virus or destructive program is prohibited.
- Access into the computer server rooms is restricted to those responsible for their operation and maintenance. No staff or third party is allowed in the library's server rooms unless they are under close and immediate supervision by an authorized member of the Network & Systems Services Department or Administration.
- Staff members are not permitted to attach personal devices, such as laptops or tablets, to the library's internal computer network.

User Privacy:

- Library computer, digital devices, systems and computer and network are the property of the library and staff should not expect a right to privacy when using them.
- The Northport-East Northport Public Library reserves the right to review, audit, intercept, access, and search the library computers, digital devices, systems and computer and network at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions and without staff consent or knowledge.

Appropriate Use

- The personal use of library computers, digital devices and network should be incidental, limited in frequency or amount, and on the staff member's own time. Use of the library computers, digital devices systems and computer and network, including e-mail, data lines, web browsers and other common applications and functions are provided for legitimate library business purposes and should not be regarded as tools for personal or private communication and entertainment. Staff should treat the library computers, digital devices systems and computer and network as a valuable and shared library resource.
- Staff may not use the library computers, digital devices systems and computer and network to sell products or services. Use may not result in commercial gain or private profit.
- All material prepared and utilized for library purposes and posted to or sent over the computer systems and computers, digital devices and network must be accurate and must correctly identify the creator and their job title. Staff must make every effort to show that they are not speaking for the library when they do not have authorization to do so.
- No games may be played on library computers, digital devices systems and computer and network, unless directly related to the staff member's job responsibilities.

- Staff may not use the library computers, digital devices systems and computer and network to violate the user authentication or system security of any host, network, or computer located in the library or elsewhere.
- Staff may not interfere with the normal service of any host, network, or personal computer by intentionally crashing, disrupting, or overloading its operation.
- Staff may not display, print, transmit or distribute material that is unlawful, harassing, libelous, invasive of another's privacy, abusive, threatening, harmful, vulgar, obscene, tortuous, discriminatory, or otherwise objectionable, or that infringes or may infringe the intellectual property or other rights of another.
- Staff must comply with the Northport-East Northport Pubic Library's Computer Use Policy.

All staff members are required to submit a signed and dated copy of this policy, stating that they have read and understand its contents. The signed document will then be added to the staff member's personnel record.

If a staff member becomes aware of any violation of this policy, such violation should be reported immediately to administration. Any violation of this policy is cause for disciplinary action up to and including termination and criminal prosecution.

Agreement

My signature on this document acknowledges that I have read and understand the above Staff Computer Use Policy of the Northport-East Northport Public Library and agree to abide by its conditions.

Name (Printed)

Signature

Date

Approved 5/17/05
Revised 7/28/05, 7/18/06, 10/20/11, 02/13/25

Landscaping Bidding Summary:

Years 2025-2027

Current Year's Cost (through Brothers II Landscapes)

East Northport	\$2,500
Northport	\$4,285
Total Cost 2024	\$6,785

RFP notifications sent to the following landscaping companies:

Company Name/contact	Notification Sent	% Increase from 2024	Year	2025 Bids		
				East Northport	Northport	Total
1 Brothers II Landscapes Daniel Joseph 350 Larkfield Road East Northport 11731 office@bros2landscapes.com 631-754-8514	Sent email	14.99%	Yr 1	\$2,875	\$4,927	\$7,802
	1/29/2025		Yr 2	\$2,875	\$4,927	\$7,802
			Yr 3	\$2,875	\$4,927	\$7,802
			Total	\$8,625	\$14,781	\$23,406

Companies contacted but did not submit a bid:

2 Mr. Ted Mc.Carthy P.O. Box 162 Centerport, NY 11721 tmccarthylandscapping@msn.com 631-368-4136	Called:	1/29/2025	Yr 1		Not Returned	
	Sent email	2/4/2025	Yr 2	?	?	?
	Sent email	2/10/2025	Yr 3			
			Total		\$0	\$0

3 Everything Green Stephen Culbert 720 Fort Salonga Road Northport, NY 11768 631-261-2226	Called,	1/29/2025	Yr 1		No Return call	
	left msg.		Yr 2	?	?	?
			Yr 3			
			Total		\$0	\$0

4 Koran Landscaping Bill Koran P.O. Box 171 Northport, NY 11768 info@koranscape.com 631-757-8323	Sent email	1/29/2025	Yr 1		Not Returned	
			Yr 2	?	?	?
			Yr 3			
			Total		\$0	\$0