

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF FEBRUARY 22, 2024

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 22, 2024.

I. CALL TO ORDER

Vice President Margaret Hartough called the meeting to order at 10:05am. Also present were Jacqueline Elsas, Michelle Glennon, Lisa Herskowitz, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was President Carolyn McQuade.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Herskowitz moved to approve minutes of Board Meeting, January 18, 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 \$303,159.66, page 4355, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$227,052.42, page 4356, seconded by Mrs. Herskowitz and unanimously carried.

Mrs. Herskowitz moved to approve warrant for \$132,798.05, page 4357, seconded by Mrs. Glennon and unanimously carried.

B. Payroll Register

Mrs. Glennon moved to approve payroll of \$199,313.93, page 2375, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$218,623.98, page 2376, seconded by Mrs. Herskowitz and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

No Communications to Report

VIII. DIRECTOR'S REPORT

Administration

New documents and procedures are being developed in collaboration with the Clerk of the Vote to prepare for our vote using paper ballots and the implementation of a newly legislated early mail vote option.

The Executive Budget released by Governor Kathy Hochul on January 16, 2024 included a \$3.5M increase to Library Aid, no reductions to Library Construction or Library Materials Aid and a new allocation of \$3M to NOVELny.

The bank with which the library performs the majority of its financial transactions has updated its web-based access requiring dedicated browsers and new verifications.

Adult and Teen Services

A new program from *SeniorNet, One-on-One Tech Help*, provided answers to a range of questions. This program was held in the reading rooms to provide an inviting space and high visibility to further promote this program.

The library held a resume workshop presented by the *Suffolk County Department of Labor* for the students enrolled in the *Academy of Information Technology*. The students learned valuable tips and feedback to construct their own resumes in preparation for their summer internship interviews.

Buildings and Grounds

The ornamental trees, including Crepe Myrtles, Dove, and Dwarf Maple Trees, were pruned at the Northport building by an arborist. The large Chestnut Oak near exterior return bins was also selectively pruned to help preserve this nearly 90-year-old tree.

Eleven boxes of outdated textbooks on loan from the Northport School District were returned.

Children and Family Services

We have had much success with our recent subscription to home access of *ABCmouse*, a digital education program for children ages 2–8. Ninety-nine patrons accessed the library's subscription last month. Some patrons have shared that they will now be cancelling their personal subscription to save money.

The Board Books and Little Books in the East Northport Children's Room have been relocated to create a better flow to the room and easier access to this collection.

Community Services

All 96 of the *AARP Tax-Aide* appointments for the month of February have been filled.

Demand for the *Chair Yoga* program was so great that a second session was provided to accommodate everyone on the waitlist.

In preparation of the solar eclipse on April 8, two event-related library programs have been scheduled and crafts for teens and children will be available. Solar glasses will be distributed beginning March 1, limited to two pairs per Northport-East Northport Public Library cardholders, while supplies last.

A performance entitled *Now & Then*, featuring vocalist Esther Beckman, played swing, Latin, country, and the most memorable soft pop to the enjoyment of 31 patrons in attendance.

Broadway Showstoppers brought the best of Broadway to the Library. This new musical revue featured highlights from some of the most popular shows ever produced. Seventy-one patrons enjoyed songs from *Cabaret*, *The Phantom of the Opera*, *My Fair Lady*, *Carousel*, *The Sound of Music*, and so many more, all were performed by an extraordinary cast along with live accompaniment.

Sixty-seven patrons attended an informative lecture on *Solutions to Acid Reflux* presented by one of the region's top minimally invasive surgeons, Arif Ahmad, MD. They learned about options for how to reduce or eliminate acid reflux symptoms and become less dependent on medications.

Now is the perfect time to think about your vegetable garden and 37 patrons were doing just that when they attended *Starting Your Organic Vegetable Garden*. They learned about laying out growing locations; building raised beds; irrigation systems; selecting, starting, and saving seeds; growing techniques; and garden maintenance.

Network and Systems

Staff met with the volunteers from AARP that are providing tax assistance to ensure that their technology needs were met.

The new year for e-rate paperwork has begun and the initial funding request forms have been filled.

IX. PERSONNEL REPORT

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

X. REVISION OF BULLETIN BOARD POSTING POLICY

Mrs. Elsas moved to approve revisions to Bulletin Board Policy, (see attached) seconded by Mrs. Glennon and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney informed the Board of upcoming Trustee Training to be held at SCLA.

XII. FUTURE MEETINGS

Thursday, March 14, 2024	10:00am	Regular Board Meeting
Tuesday, April 2, 2024	7:30pm	Public Information Meeting
Tuesday, April 16, 2024	9:00am-9:00pm	Library Vote & trustee Election
Thursday April 18, 2024	10:00am	Regular Board Meeting

XV. ADJOURNMENT

Mrs. Herskowitz moved to adjourn meeting at 11:20am, 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, February 22, 2024, 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 Bulletin Board Posting Policy (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, March 14, 2024, 10:00 AM – Regular Meeting
Tuesday, April 2, 2024, 7:30 PM – Public Information Meeting
Tuesday, April 16, 2024, 9:00 AM – 9:00 PM – Library Vote & Trustee Election
Thursday, April 18, 2024, 10:00 AM – Regular Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING
FEBRUARY 22, 2024**

ACCOUNTS PAYABLE

4355 1/17/24	\$303,159.66	Three Hundred & Three Thousand One Hundred and Fifty Nine Dollars & Sixty Six Cents
4356 1/31/24	\$227,052.42	Two Hundred & Twenty Seven Thousand and Fifty Two Dollars & Forty Two Cents
4357 2/15/24	\$132,798.05	One Hundred & Thirty Two Thousand Seven Hundred and Ninety Eight Dollars & Five Cents

PAYROLL REGISTER

2375 1/19/24	\$199,313.93	One Hundred & Ninety Nine Thousand Three Hundred and Thirteen Dollars & Ninety Three Cents
2376 2/2/24	\$218,623.98	Two Hundred & Eighteen Thousand Six Hundred & Twenty Three Dollars & Ninety Eight Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
February 22, 2024

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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E. Other

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

Alexandra Figler	PT Librarian I/Step 1	Adult & Teen Svcs	02/05/24
Ashley Bonura	Library Clerk/Step 1	Customer Svc & Mtrls	02/26/24
Brian Lambert	Library Clerk/Step 1	Customer Svc & Mtrls	02/26/24

Request for Leave of Absence

Michelle DeNunzio	Café Worker	Community Services	01/25/24-02/05/24
Janet Schultz	PT Library Clerk	Customer Svc & Mtrls	02/01/24-05/01/24
Kaitlyn Johnson	Page	Adult & Teen Svcs	02/12/24-02/20/24
Matthew Munson	Page	Children & Family Svcs	02/12/24-03/03/24
Joseph DeRosa	Page	Adult & Teen Svcs	02/17/24-02/25/24

Report approved by Board of Trustees


Secretary



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BULLETIN BOARD POSTING POLICY

PURPOSE

In furtherance of the Library's function to encourage and facilitate the dissemination of information to the Library community and the open exchange of ideas, the Trustees of the Northport-East Northport Public Library shall make available to the Library community a bulletin board for the limited purpose of posting notices of community events or meetings. The bulletin board is not intended to be a forum for public comment, advocacy, advancement of a particular point of view, or posting of repossession/foreclosure notices of other "official" notices of this nature. Notices will, therefore, be limited to announcing the time, location, and purpose of the event, function, or meeting.

1. A "REQUEST TO POST MATERIAL" application form must be completed prior to being considered for posting by the Director.
2. Due to limited space, the Library reserves the right to restrict the size, number, and location of posted materials. The time span during which the materials are posted will be determined by the Library.
3. The Library assumes no responsibility for the content of the notices or materials, nor the preservation, protection, or possible damage or theft of any item posted.
4. Items posted are done so for informational purposes only. Posting does not imply an endorsement by the Library.
5. Soliciting funds, except for library purposes, is not permitted.
6. No organization or individual shall be permitted to place in the Library any box, receptacle, or canister which solicits donations without Library approval.
7. No poster or display will be permitted which advocates or solicits consideration of any product or item sold by any commercial enterprises.
8. Posters announcing bazaars or programs sponsored by any local charitable, educational, religious, or fraternal organization may be displayed provided there is room for such display and they are of reasonable size.
9. Petitions may not be posted in the Library.

Materials requested for posting are subject to the discretion of the Library Director on behalf of the Library Board of Trustees, and may be removed without prior notice.