

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF MARCH 22, 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 Tuesday, March 22, 2022.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 5:33pm. Also present were Jacqueline Elsas, Carolyn McQuade, Georganne White, Judith Bensimon, Assistant Director Nancy Morcerf, Director James Olney, and Librarian Trainee Loriana Donovan.

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 the Regular Board meeting of February 17, 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 \$400,090.83, page 4276, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$184,694.41, page 4277, seconded by Ms. McQuade and unanimously carried.

Ms. McQuade moved to approve warrant for \$273,871.15, page 4278, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$324,991.43, page 2321, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of (\$69,786.35), page 2322, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$182,270.10, page 2323, seconded by Ms. McQuade and unanimously carried.

C. Review of Monthly Expenditure

D. Review of Monthly Statistics

E. ACCEPTANCE OF NEW YORK STATE ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES-2021

Ms. McQuade moved to accept New York State Annual Report for Public and Association Libraries-2021, seconded by Mrs. Elsas and unanimously carried.

VII. COMMUNICATIONS

No Communication to Report

VIII. DIRECTORS REPORT

Administration

The Northport building experienced a partial power outage as a result of tree trimming performed by a PSEG subcontractor. The voltage change caused an air-handler to cycle repeatedly generating smoke on the lower level. The building was evacuated and the unit causing the smoke was shut down. The building remained closed for the day until PSEG restored the power. Once the power was back on, the HVAC contractor was able to make the necessary repairs to restore heat to the building.

The New York Library Association's Advocacy Day meetings with the NY Senate and NY Assembly members were held online over a two-day period. These meetings resulted in both houses proposing increases in Library Aid and Library Construction Aid.

Adult and Teen Services

All About Streaming Services presented to sixty-one patrons ways to access TV and movies other than by using a cable provider. Internet-based streaming and the services available from various providers, including the Library, were discussed.

Thirty-four participants learned how to clean up and speed up their Windows computer, protect it from viruses and spyware, minimize junk email, and more at the library program, *Windows Computer Cleanup and Security*.

A teen volunteer project to design animal placemats with markers and paint for our local animal shelters inspired 30 teens to be creative. Thirty more teens brightened up someone's day with a handmade card and a friendly message through *Cards for Hospitalized Kids* (CFHK). CFHK is an internationally recognized charitable organization that spreads hope, joy, and magic to hospitalized kids across America through uplifting cards.

Buildings and Grounds

The small retaining wall adjacent to the East Northport building's pedestrian ramp was damaged during parking lot snow removal work. The snow removal company, at no charge to the library, repaired the retaining wall.

The East Northport building roof leak was caused by ice damming during a winter storm. The leak was caught in time, limiting the damage to the ceiling tiles which have been replaced.

Children and Family Services

Twelve bookmark contest winners, one for each month of the year, were selected from 359 entries. Winning bookmarks will be featured in upcoming newsletters and be available in the library with theme-related bibliographies on their verso.

Staff donning tutus, 2/22/22, celebrated Tutu Tuesday. Patrons were astounded to learn of this rare palindrome and amused to see one of the children's librarians wearing 18th century colonial breeches, red and black striped stockings, accessorized with a pink tutu.

Patrons continue to return to the library as a place to spend time. Little ones who have "missed" the past two years of their lives are walking through the doors and discovering all that we have to offer. The children's room is once again buzzing with the giggles of preschoolers at play. What a joy to see and hear!

Community Services

Ken Kutner, Community Emergency Evacuation Coordinator in the *Suffolk County Office of Emergency Management*, discussed potential hazards with 15 patrons to make them aware of and how to best prepare for all types of emergencies. They also learned about programs that Suffolk County has to help keep them informed and safe, including *Smart911* and *Suffolk Alert*.

The Cafés will be undergoing some minor refurbishment. The menu boards in each building have been removed as they were outdated and the walls will be repaired and painted.

Blood pressure checks have resumed. The *Visiting Nurse Service* nurses will be available at both library buildings on the first Wednesday of the month.

On February 27, 1860, Abraham Lincoln took the stage at Cooper Union and delivered an address before a crowd of 1,500 people. That speech catapulted Lincoln onto the national stage and helped propel him to the White House just one year later. Thirty-eight patrons joined an educator from the *New York Historical Society* to learn about New York's role in creating Lincoln's political image.

Veteran traveler and lecturer Patricia Summers led 37 patrons on an exploration of all corners of France's famous cities, tiny villages, and unknown towns. Patrons learned about the country's fascinating history, beautiful chateaus, cuisine, art, and architecture.

Award-winning storyteller Lou Del Bianco portrayed his grandfather, Luigi Del Bianco, and recounted the tale of his ancestor's contribution as chief carver of one of our nation's greatest memorials, Mount Rushmore. Authentic photos, maps, and timelines were shared with 76 patrons to bring Luigi's story to life.

Customer Service and Materials Management

Patrons may choose a platform game from the media collection by reviewing the empty case that is on display. Once selected, the empty case will be exchanged for a duplicate case containing the disk at the circulation desk. This minimizes handling to extend the life of the game while also protecting the disks from theft.

Network and Systems

The fiber line connecting the two buildings was damaged during a winter storm. Heavy winds the night before brought the line down and vehicles driving over the line during the morning rush hour caused it to fail. The line was repaired the same day and the connection between the buildings was restored before the evening rush hour.

IX. PERSONNEL REPORT

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

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

Ms. White moved to approve "B. New Employees" in the personnel report addendum, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve "E. Other" in the personnel report addendum, seconded by Ms. McQuade and unanimously carried.

X. ADOPTION OF CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

Ms. McQuade moved to adoption of Code of Ethics of the American Library Association (see attached) seconded by Mrs. Elsas and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney spoke of receiving an email from a patron visiting the Library with her grandson and having a wonderful experience.

XII. DATES OF FUTURE MEETINGS

| | | |
|--------------------------|---------------|-------------------------------------|
| Tuesday, April 5, 2022 | 9:00am-9:00pm | Library Vote & Election of Trustees |
| Thursday, April 21, 2022 | 10:00am | Regular Meeting |
| Thursday, May 19, 2022 | 10:00am | Regular Meeting |

XIII. ADJOURNMENT

Ms. McQuade moved to adjourn meeting at 6:41 pm, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted

Judith Bensimon

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 **Tuesday, March 22, 2022, at 5:30 PM** 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
 - D. Review of statistical summary
 - E. Acceptance of New York State Annual Report for Public and Association Libraries – 2021 (Motion required)
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Adoption of Code of Ethics of the American Library Association (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Tuesday, April 5, 2022, 9:00 AM – 9:00 PM – Library Vote & Election of Trustee
Thursday, April 21, 2022, 10:00 AM – Regular Meeting
Thursday, May 19, 2022, 10:00 AM – Regular Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING
MARCH 22, 2022**

ACCOUNTS PAYABLE

| | | |
|-----------------|--------------|--|
| 4276 2/16/22 | \$400,090.83 | Four Hundred Thousand Ninety Dollars & Eighty Three Cents |
| 4277 3/2/22 | \$184,694.41 | One Hundred & Eighty Four Thousand Six Hundred and Ninety Four Dollars & Forty One Cents |
| 4278 3/22/22 | \$273,871.15 | Two Hundred and Seventy Three Thousand Eight Hundred and Seventy One Dollars & Fifteen Cents |

PAYROLL REGISTER

| | | |
|-----------------|---------------|--|
| 2321 2/18/22 | \$324,991.43 | Three Hundred and Twenty Four Thousand Nine Hundred and Ninety One Dollars & Forty Three Cents |
| 2322 2/18/22 | (\$69,786.35) | Sixty Nine Thousand Seven Hundred and Eighty Six Dollars & Thirty Five Cents |
| 2323 3/4/22 | \$182,270.10 | One Hundred and Eighty Two Thousand Two Hundred and Seventy Dollars & Ten Cents |

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
March 22, 2022

A. Salary Increase

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

B. New Employees

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|----------------|----------------------------------|----------------------|-----------------------|
| Steven Limbach | PT Library Clerk/Step 1 | Customer Svc & Mtrls | 04/04/22 |
| Casey Macolino | Café Worker/\$15.50 hr. | Community Services | 04/04/22 |

C. Resignations

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

D. Retirement

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

E. Other

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|---------------------------------------|----------------------------------|------------------------|-----------------------|
| Promotion Elizabeth Englert | Librarian III/Step 12 | Children & Family Svcs | 04/04/22 |

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT

Approval of the Following Personnel Matters
March 22, 2022

A. Salary Increase

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

B. New Employees

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

C. Resignations

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

| | | | |
|----------------|-----------------------|------------------------|----------|
| Jennifer Russo | PT Librarian I/Step 2 | Children & Family Svcs | 03/24/22 |
|----------------|-----------------------|------------------------|----------|

D. Retirement

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

E. Other

| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

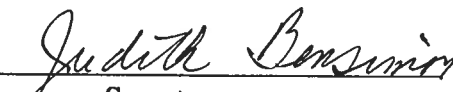
Promotion

| | | | |
|----------------|--|-------------------|----------|
| Gregory Thayer | PT Librarian I/Step 1* *completion of MLS | Adult & Teen Svcs | 03/01/22 |
|----------------|--|-------------------|----------|

Request for Leave of Absence

| | | | |
|-----------------|------------------------|-------------------|-------------------|
| Loriana Donovan | PT Librarian I Trainee | Adult & Teen Svcs | 08/21/22-09/05/22 |
|-----------------|------------------------|-------------------|-------------------|

Report approved by Board of Trustees


Secretary

Code of Ethics of the American Library Association (Adopted by the Northport-East Northport Public Library)

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staff.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
- IX. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council;
amended 6/30/81; 6/28/95; 1/22/08; and 6/29/21

Adopted 04/18/06; amended 3/22/22 Northport-East Northport Public Library