

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

**MEETING OF MARCH 25, 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 Tuesday March 25, 2025.

- I. **CALL TO ORDER**  
President Carolyn McQuade called the meeting to order at 5:41pm. 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**
- V. **MINUTES OF PREVIOUS MEETINGS**  
Mrs. Elsas moved to approve minutes of the meeting of February 13, 2025, seconded by Mrs. Glennon and unanimously carried.
- VI. **FINANCIAL SECRETARY & TREASURER'S REPORT**
  - A. **Approval of Warrants**  
Mrs. Glennon moved to approve warrant for \$349,010.09, page 4397, seconded by Mrs. Herskowitz and unanimously carried.  
Mrs. Herskowitz moved to approve warrant for \$212,802.17, page 4398, seconded by Mrs. Hartough and unanimously carried.  
Mrs. Hartough moved to approve warrant for \$360,917.50, page 4399, seconded by Mrs. Elsas and unanimously carried.  
Mrs. Elsas moved to approve warrant for \$453,149.04, page 4400, seconded by Mrs. Glennon and unanimously carried.
  - B. **Payroll Register**  
Mrs. Glennon moved to approve payroll of \$221,412.11, page 2406, seconded by Mrs. Herskowitz and unanimously carried.  
Mrs. Herskowitz moved to approve payroll of \$214,597.68, page 2407, seconded by Mrs. Hartough and unanimously carried.  
Mrs. Hartough moved to approve payroll of \$216,443.99, page 2408, 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**

Federal proposals to dismantle the Institute of Museum and Library Services (IMLS) and cuts to E-rate (telecommunications) funding will impact our library monetarily. IMLS manages Library Services and Technology Act (LSTA) funding which is matched by New York State – and the bulk of this money goes to System libraries, including Suffolk Cooperative Library System (SCLS). Cuts to this funding will likely result in higher fees for SCLS member libraries.

The Library Social Worker has resigned to accept a full-time position elsewhere. While the Family Service League seeks a replacement, patrons in need of assistance may be referred to the Family Service League office in Huntington – (631)385-2305.

A memo was distributed reminding staff about procedures if/when a First Amendment “auditor” comes to the library. Best practice is to give the individual who wishes to film in the library no reason to film. Hand that person the “Rules of Conduct” and the “Photographing and Filming in the Library” policies and walk away.

The East Northport Little League Season is upon us. A detailed email was sent to department heads to share with staff.

**Adult and Teen Services**

Staff are grateful to Network Services for resolving the adult patron computer issues. The updated browsers and operating system provide a more satisfying patron experience. The transition has been smooth and well received.

The Seed Library launches its new season on April 1st in both buildings. Librarians throughout the department have helped by filling and labeling the packets, etc.

The Local History grant application with Long Island Libraries Resources Council was approved and the grant will be used toward scanning and digitizing the Northport Observer issues from 1935, 1936, and 1938.

More than 100 patrons attended one of the two showings of the movie “Wicked,” and there were echoes throughout the building of musical movie lovers attempting to hit that high note.

The Comics Plus database was added by SCLS for inclusion in our downloadable offerings. The database includes digital comics, graphic novels and manga with no holds or waitlists.

**Building and Grounds**

The unexpected water pipe leak resulted in a sizable repair and clean up. The Circulation Desk and Office facelift has been completed and new quiet study cubicles have been installed in

Northport. The village performed tree work on the property next to the Northport Library – which included a removal of a tree that was overhanging our dumpster/parking lot. Thanks to everyone for their continued cooperation and teamwork.

#### **Children and Family Services**

A new play feature was launched in the Northport Children's room Cove, with little astronauts climbing aboard a child-sized rocket ship. Creative student art work adorned 346 bookmark entries submitted for the library's annual contest. 581 children searched for the key components needed to build a snowman, during February's Scavenger Hunt.

#### **Community Services**

AARP Tax preparation has been well-received by the community and is running smoothly.

An updated Museum Pass brochure has a fresh look and reflects the new registration procedures.

Many outside groups utilize our community rooms, open to nonprofit community members once our newsletter hits the webpage/mailboxes. In February, some of the many groups which met in the Community Rooms included the Fort Salonga Association; Huntington Quilters; Girl Scouts; Northport Quilters; Northport High School Marching Band Booster Club; Northport Pridefest; Greater EN Civic Association; Long Island Book Club; Cub Scouts; and the Ocean Avenue PTA.

#### **Customer Service and Materials Management**

Forty-eight Museum Passes circulated during the month of February utilizing the new museum pass software and procedures.

The Northport Circulation office and public service desk were emptied to prepare for the installation of new shelving and cabinets. The Circulation "checkout and return" Desk was temporarily relocated to the Adult Services Reference Desk. Once the facelift was completed, staff moved back from the temporary work spaces and organized their newly-renovated space. Thank you to everyone who assisted during this project with all of its phases and went the extra mile to ensure excellent customer service.

A portable CD player has been added to the Library of Things collection in each building, as a complement to our impressive circulating music CD media collection.

#### **Network and Systems**

Software licensing issues for Microsoft Office Standard edition were resolved following the [change in the New York State contract holder for this product](#).

Due to a revision on how ZoomText software is licensed, the library's existing licenses could not be upgraded and new licenses were purchased along with a maintenance agreement which covers ZoomText through 2027.

Adult-area public computers were deployed following the final resolution of the licensing changes and challenges. The department assisted in the many projects which required movement, installation, reinstallation involving the Circulation Desk renovation and temporary workspace configuration.

IX. 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 Mrs. Herskowitz and unanimously carried.

Mrs. Herskowitz moved to approve E. (Other) in the Personnel Report, seconded by Mrs. Hartough and unanimously carried.

X. COLLECTION DEVELOPMENT POLICY

To Be Discussed at Next Month's Meeting

XI. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS ADMINISTRATION/CONFIDENTIAL EMPLOYEES CONTRACT

Mrs. Herskowitz moved to convene in Executive Session, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to exit Executive Session and return to regular meeting, seconded by Mrs. Elsas and unanimously carried.

XII. OTHER BUSINESS

No Other Business to Discuss

XIII. DATES OF FUTURE MEETINGS

Tuesday, March 25, 2025	7:30pm	Public Information Meeting
Tuesday, April 8, 2025	9:00am-9:00pm	Library Vote & Trustee Election
Thursday, April 17, 2025	10:00am	Regular Board Meeting
Thursday, May 15, 2025	10:00am	Regular Board Meeting

XIV. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 7:20pm, 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](http://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 25, 2025, 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
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Collection Development Policy (Motion required)
- XI. Motion to convene in Executive Session to discuss Administration/Confidential Employees contract (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:

Tuesday, March 25, 2025, 7:30 PM – Public Information Meeting  
Tuesday, April 8, 2025, 9:00 AM – 9:00 PM – Library Vote & Election of Trustee(s)  
Thursday, April 17, 2025, 10:00 AM – Regular Meeting  
Thursday, May 15, 2025, 10:00 AM – Regular Meeting
- XIV. Adjournment

**LIBRARY BOARD MEETING  
MARCH 25, 2025**

***ACCOUNTS PAYABLE***

4397 2/12/25	\$349,010.09	Three Hundred & Forty Nine Thousand Ten Dollars & Nine Cents
4398 2/26/25	\$212,802.17	Two Hundred and Twelve Thousand Eight Hundred & Two Dollars & Seventeen Cents
4399 3/12/25	\$360,917.50	Three Hundred & Sixty Thousand Nine Hundred and Seventeen Dollars & Fifty Cents
4400 3/25/25	\$453,149.04	Four Hundred & Fifty Three Thousand One Hundred and Forty Nine Dollars & Four Cents

***PAYROLL REGISTER***

2406 2/14/25	\$221,412.11	Two Hundred & Twenty One Thousand Four Hundred and Twelve Dollars & Eleven Cents
2407 2/28/25	\$214,597.68	Two Hundred & Fourteen Thousand Five Hundred and Ninety Seven Dollars & Sixty Eight Cents
2408 3/14/25	\$216,443.99	Two Hundred & Sixteen Thousand Four Hundred and Forty Three Dollars & Ninety Nine Cents

## PERSONNEL REPORT

Approval of the Following Personnel Matters  
March 25, 2025

### A. Salary Increase

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

### B. New Employees

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Chloe-Rose Mahalik	Page/\$16.50 hr.	Adult & Teen Svcs	03/26/25
Melissa Rockefeller	Page/\$16.50 hr.	Adult & Teen Svcs	03/26/25
Kate Karp	Page/\$16.50 hr.	Adult & Teen Svcs	05/19/25-09/20/25

### C. Resignations

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Elyse Farabaugh	Page/\$16.50 hr.	Adult & Teen Svcs	02/24/25
Ann Libbey	PT Librarian I/Step 1	Adult & Teen Svcs	02/28/25
Jayden Brown	PT Library Clerk/Step 1	Customer Svc & Mtrls	03/13/25

### D. Retirement

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

### E. Other

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

Promotion

#### Request for Leave of Absence

Joyce Bernat	Café Worker	Community Services	03/20/25-03/29/25
Barbara Cressy	PT Library Clerk	Customer Svc & Mtrls	04/10/25-04/22/25

Report approved by Board of Trustees

  
Secretary

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

PUBLIC INFORMATION MEETING March 25, 2025

The Public Information Meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Community Room on Tuesday, March 25, 2025.

I. CALL TO ORDER

President Carolyn McQuade called the meeting to order at 7:45pm. Also present were Jacqueline Elsas, Michelle Glennon, Margaret Hartough, Lisa Herskowitz, Director James Olney and Assistant Director Nancy Morcerf.

II. PERIOD FOR PUBLIC EXPRESSION

Three members of the public attended the meeting. James Olney and Nancy Morcerf presented information about the library services and budget proposal, during which time questions were welcome.

III. ADJOURNMENT

President Carolyn McQuade moved to adjourn meeting at 8:20 pm, seconded by Mrs. Elsas and unanimously carried.

Respectfully submitted,



Michelle Glennon  
Secretary