

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF MAY 15, 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, May 15, 2025.

I. CALL TO ORDER

President Carolyn McQuade called the meeting to order at 10:05am. Also present were Margaret Hartough, Jacqueline Elsas, Michelle Glennon, 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 the regular Board meeting of April 17, 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 \$211,597.80, page 4404, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$315,713.00, page 4405, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$132,751.23, page 4406, seconded by Mrs. Glennon and unanimously carried.

B. Payroll Register

Mrs. Glennon moved to approve payroll of \$207,290.31, page 2411, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$209,554.29, page 2412, 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

A judge in Rhode Island granted twenty-one states (including New York) a request for a

preliminary injunction related to the closing of the Institute of Museum and Library Services (IMLS). The judge ruled overwhelmingly for the plaintiffs and suggested that their likelihood of success in the case was so high that they deserved the injunction which (in normal times) would prevent the Executive Branch from moving forward in any way with the closing of IMLS without a court order or Congressional authorization.

The Suffolk Cooperative Library System has designed a *Cost of eBooks and Audiobooks* informational brochure and an online presentation to help explain to LiveLibrary (Libby) users the exorbitant costs for libraries.

Adult and Teen Services

The library's *Volunteer Fair* provided opportunities for 115 patrons to meet and speak with representatives from 22 local organizations that are actively seeking volunteers.

Twenty-nine patrons learned about their options for using a smartphone while traveling outside their carrier's coverage area.

Two of our Adult and Teen Services librarians attended *Wellness Week* at the Northport High School. They provided information and handouts as well as a wellness-oriented activity creating gratitude garland.

Building and Grounds

As the temperatures increase so have our service calls to our heating and cooling contractor to address mechanical issues.

The annual inspection and cleaning of our fire alarm and smoke detecting systems has been completed.

Children and Family Services

The children's room in East Northport was buzzing with activity during Spring Break with 110 patrons participating in a literature-themed mini golf through the aisles.

One-hundred-three children went bananas for the *BenAnna Band*, a high-energy musical duo featuring a mix of children's pop, classic, and original songs.

A new StoryWalk featuring *Maybe Something Beautiful* has been affixed to the fencing surrounding the town playground adjacent to the East Northport building.

We held the largest class visits in the history of class visits. A group of 139 students, staff, and caregivers walked from *Pulaski Road Elementary School* to the East Northport library building for a school fieldtrip. The group was divided into three sections, each getting a storytime, tour, and time to select books.

What's a *WhaZoodle*? They provide an audio adventure for children. Children can explore a world of podcasts, music, short stories and more on these easy-to-use speakers. No Wi-Fi, downloads, or extra pieces are necessary. We are launching an initial collection of 48 *WhaZoodles* for the public to provide screen-free experiences that foster learning and development in a fun and engaging way.

Community Services

Ninety-eight patrons enjoyed an afternoon of strings and piano performed by *QuintEssence Chamber Ensemble* which highlighted works by Mozart, Gershwin, and more.

The poets and artists whose beautiful work will be featured in the *2025 Northport Arts Coalition's Poetry Path* at Northport Village Park were introduced to the 43 patrons in attendance through a slide show and open mic session.

Fifty-one patrons learned how to make a low-maintenance garden that looks good year-round and helps prevent water pollution – a rain garden. A master gardener from *Cornell Cooperative Extension of Suffolk County* suggested the best plants to make your own rain garden.

Patrons enjoyed the *Frank Barbera Trio* perform an eclectic mix of classic jazz, original compositions, and arrangements of pop songs and movie themes from the 1960s and 1970s. Their performances with creative improvisations and original interpretations were enjoyed by 42 patrons in attendance.

The *Suffolk County Parks Department* pilot parking pass discount program is rather complex, so we have decided not participate this year and will encourage patrons to utilize the *Empire Passes* we already have for New York State parks.

Customer Service and Materials Management

Circulation of music CDs continues to be strong with a healthy increase during the past month.

All book orders have been cancelled with Baker & Taylor and new orders are being placed with Ingram Content Group. This has been a great improvement since many items were backordered for months. A few unique collection purchases will be routed to Brodart and Thorndike.

Network and Systems

New firewalls and routers for the WiFi networks in Northport and East Northport have been configured and installed.

A library card printer, similar to the one in Northport, was installed in East Northport to provide a backup to the older unit in Northport and a quicker response time for East Northport residents receiving new cards.

IX. PERSONNEL REPORT

Mrs. Elsas move 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. Hartough, and unanimously carried.

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

Mrs. Hartough moved to approve B. (New Employees) in the Personnel Report Addendum, seconded by Mrs. Elsas, and unanimously carried.

Mrs. Elsas moved to approve C. (Resignations) in the Personnel Report Addendum, seconded by Mrs. Glennon, and unanimously carried.

X. SURVEILLANCE CAMERA POLICY

Mrs. Glennon moved to approve the Surveillance Camera Policy as amended, (see attached), seconded by Mrs. Hartough and unanimously carried.

XI. MOTION TO CONVENE TO EXECUTIVE SESSION

Mrs. Hartough moved to convene to Executive Session to discuss the attendance of a particular individual seconded by Mrs. Elsas and unanimously approved.

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

XII. OTHER BUSINESS

Construction Update

Immigration Enforcement

XIII. DATES OF FUTURE MEETINGS

Thursday June 12, 2025	10:00am	Regular Board Meeting
Thursday July 17, 2025	9:30am	Reorganizational Meeting
Thursday July 17, 2025	10:00am	Regular Board Meeting

XIV. ADJOURNMENT

Mrs. Glennon moved to adjourn meeting at 11:50pm, seconded by Mrs. Hartough 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, May 15, 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 (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. Surveillance Camera Policy (Motion required)
- XI. Motion to convene in Executive Session to discuss the attendance a particular staff member (Motion required)
- XII. Other Business
 - A. Construction Update
 - B. Immigration Enforcement Response
- XIII. Date of next library board meetings:
Thursday, June 12, 2025, 10:00 AM – Regular Meeting
Thursday, July 17, 2025, 9:30 AM – Reorganizational Meeting
Thursday, July 17, 2025, 11:00 AM – Regular Meeting
Thursday, July 31, 2025, Noon – Staff Recognition
- XIV. Adjournment

**LIBRARY BOARD MEETING
MAY 15, 2025**

ACCOUNTS PAYABLE

4404 4/23/25	\$211,597.80	Two Hundred & Eleven Thousand Five Hundred & Ninety Seven Dollars & Eighty Cents
4405 5/7/25	\$315,713.00	Three Hundred and Fifteen Thousand Seven Hundred & Thirteen Dollars & Zero Cents
4406 5/15/25	\$132,751.23	One Hundred & Thirty Two Thousand Seven Hundred and Fifty One Dollars & Twenty Three Cents

PAYROLL REGISTER

2411 4/25/25	\$207,290.31	Two Hundred & Seven Thousand Two Hundred & Ninety Thousand & Thirty One Cents
2412 4/11/25	\$209,554.29	Two Hundred & Nine Thousand Five Hundred and Fifty Four Dollars & Twenty Nine Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
May 15, 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>
Coletta Caruso	Page/\$16.50 hr.	Children & Family Svcs	06/09/25-08/12/25
Lindsay Connolly	Page/\$16.70 hr.	Children & Family Svcs	06/09/25-08/12/25
Nick Crafa	Page/\$16.50 hr.	Children & Family Svcs	06/09/25-08/12/25
Francesca DeRosa	Page/\$16.50 hr.	Children & Family Svcs	06/09/25-08/12/25
Leo Eng	Page/\$16.50 hr.	Children & Family Svcs	06/09/25-08/12/25
Audrey Ryan	Page/\$16.50 hr.	Children & Family Svcs	06/09/25-08/12/25

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Aleesa Masihuddin	Page/\$16.70 hr.	Adult & Teen Svcs	05/28/25

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

Donald Becker	Librarian II/Step 11	Adult & Teen Svcs	05/19/25
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Request for Leave of Absence

Joyce Bernat	Café Worker	Community Services	05/19/25-06/03/25
Bailee Cody	Page	Children & Family Svcs	05/01/25-05/31/25
Jack Heaviside	Page	Adult & Teen Svcs	06/25/25-07/05/25

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
May 15, 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>
Diogenes Saravia	Guard/\$21.70 hr.	Security	05/15/25
Anna Katzmaier	Page/\$16.50 hr.	Adult & Teen Svcs	05/15/25

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
William Kaporoglou	Guard/\$21.70 hr.	Security	05/15/25
Yiannis Kaporoglou	Guard/\$21.70 hr.	Security	05/15/25
Ayesha Molano	Page/\$16.70 hr.	Adult & Teen Svcs	05/31/25

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

Request for Leave of Absence

Report approved by Board of Trustees


Secretary



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SURVEILLANCE CAMERA POLICY

The Northport-East Northport Public Library's use of surveillance cameras is just one of the measures taken to provide a safe and secure environment for staff and patrons. The equipment also assists in protecting the Northport-East Northport Public Library and its property against theft or vandalism and in identifying intruders and persons violating library policies and/or the law.

Surveillance cameras are positioned to monitor security-sensitive areas including building entrances and exits, and high-traffic areas within and outside the buildings. Surveillance cameras are also positioned to monitor areas where specialized and/or costly equipment is installed or stored.

Routinely-recorded information from the surveillance cameras is retained for no more than 21 days. Recordings of an accident, policy violation, or an unlawful activity such as incidents involving suspicion of theft, vandalism, trespass, or destruction of Northport-East Northport Public Library property may be maintained indefinitely. In the event of an observed or reported incident, the recorded information may be used to assist in the investigation of the incident. Northport-East Northport Public Library will maintain control of and responsibility for the security surveillance equipment and its recordings at all times.

Use/Disclosure of Recordings from Surveillance Cameras

Recordings from surveillance cameras may be used by authorized individuals to identify responsibility for an accident, policy violation, or an unlawful activity on Northport-East Northport Public Library property. Recordings may be used to request law enforcement review while investigating a possible accident, policy violation, or an unlawful activity on Northport-East Northport Public Library property.

All requests for security camera footage by law enforcement will be referred to the Northport-East Northport Public Library Director. In the Director's absence, requests should be referred to the Assistant Director or the Branch Librarian. Upon presentation of a search warrant, court order, subpoena, or other demand, the Northport-East Northport Public Library will comply with the search warrant subject to consultation with legal counsel.

Confidentiality and privacy issues generally prohibit members of the staff or general public from viewing the Northport-East Northport Public Library's security camera recorded footage. If the Northport-East Northport Public Library receives a request from a member of the staff or general public to inspect security camera footage, the report will be reviewed with counsel for the Library and responded to accordingly. Any Library employee who becomes aware of any

unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director. To the extent permitted by law, the Northport-East Northport Public Library will allow law enforcement individuals to view security camera footage upon request in relation to a claimed accident, policy violation, or an unlawful activity relating to an incident that occurs on the grounds of the Northport-East Northport Public Library. A breach of this policy may result in disciplinary action.



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IMMIGRATION ENFORCEMENT RESPONSE

The Northport-East Northport Public Library (Library) is committed to upholding patron privacy, and ensuring compliance with legal requirements. This establishes procedures for Library staff to follow if federal immigration enforcement agents (e.g., U.S. Immigration and Customs Enforcement (“ICE”)) enters the Library or request information.

1. Confidentiality of Patron Records
 - a. The Library will not disclose any patron records or personal information unless presented with a valid judicial order, subpoena, or warrant (CPLR § 4509).
 - b. All requests for patron information must be referred to the Library Director. If the Library Director is unavailable, the request should be directed to the Assistant Director or, if neither is available, the Branch Librarian.
2. Procedures for Responding to Immigration Agent who enters the Library and/or requests information
 - a. Notify Library Administration
 - i. Immediately inform the Library Director. If the Library Director is unavailable, the request should be directed to the Assistant Director or, if neither is available, the Branch Librarian.
 - b. Request Identification and Documentation
 - i. Politely ask the agent for their name, agency affiliation, and the purpose of their visit. Make notes of their responses.
 - ii. Request and make a copy of any legal documentation, such as a warrant, subpoena, or court order that they possess.
 - c. Follow Legal Counsel’s Guidance
 - i. Inform the agent that Library policy requires consultation with legal counsel before any action is taken.
 - ii. Ask the agent to wait while legal counsel is consulted (the Library Director, Assistant Director, or Branch Librarian will facilitate in this communication).
 - d. Non-Interference with Law Enforcement
 - i. Library staff shall not physically interfere with any enforcement action, search, or seizure by federal immigration enforcement agents.
 - ii. If an agent proceeds without a valid judicial order, staff should document all details of the encounter and notify the Library Director, Assistant Director, or Branch Librarian.

- e. Report Encounters
 - i. Any encounter with immigration agents must be promptly reported to Library Administration.
- 3. Public vs. Nonpublic Areas of the Library
 - a. Public Areas
 - i. Immigration enforcement agents may enter publicly-accessible areas of the Library without a warrant, e.g., reading rooms, stacks, and common areas.
 - b. Nonpublic Areas
 - i. Areas designated for staff use only, such as offices, staff lounge, storage areas, and behind-the-desk workspaces, are not open to the public. Immigration agents may not enter these areas without a valid judicial warrant, subpoena or court order which contains the name of an individual sought.
 - ii. While staff may verbally inform federal immigration enforcement agents that they are not entitled to enter the nonpublic areas of the Library without a warrant, subpoena or court order, they should never physically interfere.