

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JUNE 20, 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, June 20, 2024.

I. CALL TO ORDER

President Carolyn McQuade called the meeting to order at 10:01am. Also present were Michelle Glennon, Lisa Herskowitz, Margaret Hartough, Jaqueline Elsas, 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, as amended, seconded by Mrs. Elsas and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Elsas moved to approve minutes of meeting of May 16, 2024, as amended, seconded by Mrs. Glennon and unanimously

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Glennon moved to approve warrant for \$194,207.52, page 4368, seconded by Mrs. Herskowitz and unanimously carried.

Mrs. Herskowitz moved to approve warrant for \$205,374.36, page 4369, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$171,444.19, page 4370, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$200,411.93, page 2384, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$205,052.87, page 2385, seconded by Mrs. Herskowitz and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

The Board received a letter from patron Mr. O'Leary.

VIII. DIRECTOR'S REPORT

Administration

The exterior media return bin at the East Northport building was damaged by a vehicle. A patron, and library security video footage, documented the incident and a police report has been filed.

The East Northport building skylight replacement project is almost complete and the Northport building carpet replacement project is underway.

Adult and Teen Services

Staff had several visits with pet therapy dogs in recognition of *Mental Health Month*. It was wonderful to engage with the therapy dogs and see the smiles on their faces – both people and pups.

Seventy-one patrons attended the library's *Senior Information Fair* to speak with representatives from local organizations who shared information about their programs.

Beach Bag Books has returned for the season to both Crab Meadow and Asharoken beaches.

Children and Family Services

The children's room in the East Northport building was closed for a few days while the skylights were being installed which provided an ideal time to shift items in the collection and relocate some shelving. The result is a more inviting room which is both brighter and more spacious.

Our spring session of the *Mom's Group* concluded with the participants making plans to meet informally during the summer. Many friendships were made, both among the mothers and the children. One of the newest moms brought her 7-week-old son to the program and another child took their very first steps during one of the sessions.

Rainy days outside results in lots of activity inside the children's room. On one particular rainy day, the children's room was so crowded patrons had to resort to sitting on the floor.

A new *StoryWalk* has been installed in the park next to the East Northport building. The story, *Bear Came Along* by Richard T. Morris, shares a bear's adventure that coordinates well with this year's Summer Reading Club theme.

Community Services

The *Summer Library Tour* for 2024 has been expanded with new artwork, library-specific artifacts, and prize patches. The Northport building will feature a wooden engraving of a bird's nest and East Northport will feature an image of a buffalo. These artifacts, as well as others at public libraries in Suffolk County, will be items for visitors to "find" at the library.

Our library's *Playbill* exhibit has now traveled from *Lindenhurst Memorial Library* to the *Huntington Public Library*. This unique collection also includes materials to accompany the exhibit and is packaged for travel to more libraries in the future.

Fifty-five patrons joined together for an afternoon of hilarious song parodies of well-known rock, pop, and show tunes from the 60s and 70s performed by the *Retirement Village People*.

The voices of the acapella singing group *House of the Red Hart* lead 54 patrons into the past to the courts of European royalty. The concert featured music by great medieval and renaissance composers Thomas Tallis, Saint Thomas Aquinas, and King Henry VIII. Members of *House of the Red Hart* have been singing together for over two decades and were passionate about sharing their unique musical style with a new audience.

Professor Thomas Germano presented a visual lecture to 39 patrons which looked at the *John Singer Sargent* exhibition currently on display at *Tate Britain*. *Sargent and Fashion* is a lavish exploration of the painter's relationship to fashion, and features his portraits alongside exquisite costumes from the Gilded Age.

The *9/11 Memorial and Museum* passes are now available for check out. We currently offer 33 different passes, the majority being print-on-demand.

Customer Service and Materials Management

A few staff members attended a webinar on basic book repair for libraries. One of the tips shared to air out smelly books was to place them in a sealed container of kitty litter.

Additional hotspots have been added to the collection providing a total of 25 for each building.

Video games that we have had in the collection for more than 6 months are now available for borrowing by patrons from other public libraries in Suffolk County. Access to the new video games still remains limited to local cardholders.

Network and Systems

Chromebooks and Wi-Fi phones were configured for staff to provide patron services at remote locations during building improvement projects. The Children and Family Services staff used them in the gallery of the East Northport building while the skylights were being installed and the Adult and Teen Services staff are currently using them in the lobby of the Northport building while carpeting is being installed.

IX. REVISION OF BYLAWS

Mrs. Hartough moved to approve revision of Bylaws, (see attached), seconded by Mrs. Elsas and unanimously carried.

X. 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.

Mrs. Hartough moved to approve "B. New Employees" in the personal report addendum, seconded by Mrs. Elsas and unanimously carried.

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

XI. BUILDING CLEANING SERVICE CONTRACT BIDS FOR 7/01/24-6/30/27

Mrs. Elsas move to award the Northport Building contract to Rainbow Maintenance and Cleaning and the East Northport Building contract to Strike Force Maintenance Corp., the lowest responsible bidders, (see attached) seconded by Mrs. Glennon and unanimously carried.

XII. MOTION TO CONVENE TO EXECUTIVE SESSION TO DISCUSS THE CREDIT HISTORY OF A PARTICULAR PERSON

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

XIII. SETTLEMENT AGREEMENT

Mrs. Glennon moved to approve the Settlement Agreement and hereby authorizes the Library Director to execute said Agreement, seconded by Mrs. Herskowitz and unanimously carried.

XIV OTHER BUSINESS

NO OTHER BUSINESS TO REPORT

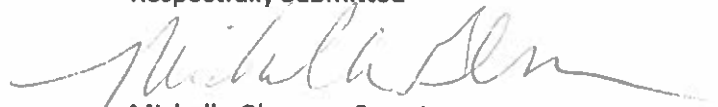
XV. FUTURE MEETINGS

| | | |
|-------------------------|---------|--------------------------|
| Thursday, JULY 18, 2024 | 9:30am | Reorganizational Meeting |
| | 10:30am | Regular Board Meeting |

XVI. ADJOURNMENT

Mrs. Elsas moved to adjourn meting at 12:33, seconded by Mrs. Herskowitz 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, June 20, 2024, at 10:00 AM** in the Board Conference Room.

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meetings (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. Revision of Bylaws (Motion required)
- X. Personnel Report (Motion required)
- XI. Building Cleaning Service Contract bids for 7/01/24 - 6/30/27 (Motion required)
- XII. Motion to convene in Executive Session to discuss the credit history of a particular person (Motion required)
- XIII. Settlement Agreement (Motion required)
- XIV. Other Business
- XV. Dates of next library board meetings:

Thursday, July 18, 2024 9:30 AM – Reorganizational Meeting
10:30 AM – Regular Meeting
- XVI. Adjournment

**LIBRARY BOARD MEETING
JUNE 20, 2024**

ACCOUNTS PAYABLE

| | | |
|-----------------|--------------|---|
| 4368 5/22/24 | \$194,207.52 | One Hundred & Ninety Four Thousand Two Hundred and Seven Dollars & Fifty Two Cents |
| 4369 6/5/24 | \$205,374.36 | Two Hundred & Five Thousand Three Hundred & Seventy Four Dollars & Thirty Six Cents |
| 4370 6/20/24 | \$171,444.19 | One Hundred & Seventy One Thousand Four Hundred and Forty Four Dollars & Nineteen Cents |

PAYROLL REGISTER

| | | |
|-----------------|--------------|---|
| 2384 5/24/24 | \$200,411.93 | Two Hundred Thousand Four Hundred and Eleven Dollars & Ninety Three Cents |
| 2385 6/7/24 | \$205,052.87 | Two Hundred and Five Thousand Fifty Two Dollars & Eighty Seven Cents |



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BYLAWS

ARTICLE I MISSION STATEMENT

The Northport-East Northport Public Library exists to inform, educate and culturally enrich the residents of all ages of the district through the selection, organization, promotion and dissemination of all forms of expression.

ARTICLE II PREAMBLE

1. The Northport-East Northport Public Library is a New York State School District Library, duly incorporated and chartered by the New York State Education Department. First chartered on June 25, 1914 by the Regents of the State of New York, the Library District serves the Northport-East Northport community, with the Library District boundaries being contiguous with that of the Northport-East Northport Union Free School District.
2. The Library currently has two locations: (1) 151 Laurel Avenue, Northport NY 11768, and (2) 185 Larkfield Road, East Northport, NY 11731. The Library maintains library service to all residents of the Library District, subject to the rules and regulations of the Library Board of Trustees. Non-resident use of the Library is established by the Board of Trustees pursuant to the Direct Access Regulations of the Commissioner of Education (8 NYCRR 90.3).
3. Any qualified resident of the Library District, who agrees to comply with all Library rules and regulations shall be entitled to Library privileges. Library privileges may be denied to any patron who does not comply Library rules and policy.

ARTICLE III THE BOARD OF TRUSTEES

1. The Library is governed by a five (5) member publicly elected Board of Trustees (the "Board"). In accordance with the provisions of Education Law, each member is elected for a five-year term, with the term of office of one (1) Trustee expiring each year.
2. When a vacancy on the Board occurs, other than by expiration of the Trustee's term of office, the vacancy may be filled by appointment of the Board until the next regular Library election. (Education Law § 226(4)). When multiple seats are up for election, an at-large election process is employed. The candidate with the highest number of votes assumes the longest term,

officio voting member of all Board committees, and generally perform all duties associated with that office.

3. The Vice-President shall, in the event of the absence or disability of the President, or of a vacancy in that office, assume and perform the duties and functions of the President.

4. The Secretary shall keep the record of the proceedings of the Board, issue notice of all meetings, and perform other such duties as may properly be associated with that office. With Board approval, the Secretary may be empowered to hire a clerk to assist in these duties.

5. The Financial Secretary shall be responsible for the codification of all authorized expenditures.

ARTICLE VI MEETINGS

1. With the assistance of the Library Director, the Board shall develop an annual proposed budget, which shall be presented by the President to the taxpayers of the District. Subject to the requirements of the Education Law, any increase in the Library's annual tax levy shall be subject to Library voter approval at an annual meeting held between March 1 and July 1, the exact date to be set by the Board of Trustees.

2. Regular meetings shall be held by the Board each month. The dates and times of regular Board meetings shall be set by the Board at its annual reorganization meeting in July.

3. The order of business for regular meeting shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances permit:

- a. Approval of agenda
- b. Disposition of minutes of previous meeting and any intervening special meeting
- c. Questions and petitions from the public
- d. Financial Secretary and Treasurer's Report of the Library
- e. Communications
- f. Committee Reports
- g. Old Business
- h. New Business
- i. Adjournment

4. Special Board meetings may be called by the President, or Secretary, or at the call of any three members of the Board, for the transaction of business.

5. A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person.

6. The conduct of Board meetings shall be governed by these bylaws, the State Open Meetings Law, and State Education Law, where applicable. When a question of parliamentary

PERSONNEL REPORT

Approval of the Following Personnel Matters
June 20, 2024

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> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

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|------------------|------------------|------------------------|----------|
| Francesca DeRosa | Page/\$16.00 hr. | Children & Family Svcs | 06/21/24 |
|------------------|------------------|------------------------|----------|

C. Resignations

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

| | | | |
|----------------|-------------------------|------------------------|----------|
| Paola Centeno | Page/\$16.00 hr. | Children & Family Svcs | 05/06/24 |
| Denise Casale | PT Library Clerk/Step 1 | Customer Svc & Mtrls | 05/16/24 |
| Jushin Choi | Page/\$16.00 hr. | Children & Family Svcs | 05/30/24 |
| Michelle Costa | PT Librarian I/Step I | Children & Family Svcs | 06/05/24 |

D. Retirement

| <u>Name</u> | <u>Position & 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> |
|-------------|-----------------|-------------------|-----------------------|
|-------------|-----------------|-------------------|-----------------------|

Request for Leave of Absence

| | | | |
|----------------|-------------|------------------------|-------------------|
| Joyce Bernat | Café Worker | Community Services | 06/22/24-07/09/24 |
| Aaron Colonna | Page | Children & Family Svcs | 07/15/24-07/26/24 |
| Jack Heaviside | Page | Adult & Teen Svcs | 06/28/24-07/08/24 |
| Lynn Murray | Café Worker | Community Services | 06/16/24-07/01/24 |
| Lisa Oliveri | Page | Children & Family Svc. | 06/17/24-06/25/24 |

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
June 20, 2024

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> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

| | | | |
|--------------------|---------------------------------|------------------------|----------|
| Christine Farrugia | Permanent PT Librarian I/Step16 | Children & Family Svcs | 07/22/24 |
|--------------------|---------------------------------|------------------------|----------|

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> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

Request for Leave of Absence

| | | | |
|-----------------|------|------------------------|-------------------|
| Nicolas Mancino | Page | Children & Family Svcs | 06/28/24-07/06/24 |
|-----------------|------|------------------------|-------------------|

| | | | |
|---------------|------|------------------------|-------------------|
| Sage Anderson | Page | Children & Family Svcs | 06/30/24-07/14/24 |
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Report approved by Board of Trustees


Secretary

BID OPENING
Thursday May 23, 2024, 10:30 A.M.

BUILDING CLEANING SERVICE CONTRACT
EAST NORTHPORT BUILDING
07/01/24 – 06/30/27

In attendance at this opening were:

James Olney, Director; Nancy Morcerf, Assistant Director; Spencer Simon, Business Manager;
Al Negron, Strike Force Maintenance Corporation.

BIDS:

- | | |
|---|-----------------------------|
| 1. Rainbow Maintenance and Cleaning | BID: \$ 39,000/year |
| 2. Strike Force | BID: \$ 38,340/year |
| 3. oneservice: Commercial Building Maintenance | BID: \$ 188,856/year |

Those in attendance were notified that the bid packets will be reviewed and the bids will be presented to the Board of Trustees of the Northport-East Northport Public Library for review at their June meeting.

BID OPENING
Thursday May 23, 2024, 10:30 A.M.

BUILDING CLEANING SERVICE CONTRACT
NORTHPORT BUILDING
07/01/24 – 06/30/27

In attendance at this opening were:

James Olney, Director; Nancy Morcerf, Assistant Director; Spencer Simon, Business Manager; and Al Negron, Strike Force Maintenance Corporation.

BIDS:

- | | |
|---|-----------------------------|
| 1. Rainbow Maintenance and Cleaning | BID: \$ 55,800/year |
| 2. Strike Force | BID: \$ 61,204/year |
| 3. oneservice: Commercial Building Maintenance | BID: \$ 282,060/year |

Those in attendance were notified that the bid packets will be reviewed and the bids will be presented to the Board of Trustees of the Northport-East Northport Public Library for review at their June meeting.