

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JULY 17, 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, July 17, 2025.

- I. CALL TO ORDER
President Carolyn McQuade called the meeting to order at 10:45am. Also present were Trustees Lisa Herskowitz, Jacqueline Elsas, Michelle Glennon, Margaret Hartough, Assistant Director Andrew Salomon, Director James Olney, and Attorney Andrew Martingale.
- II. PLEDGE OF ALLEGIANCE was recited by those attending.
- III. ADOPTION OF THE AGENDA
Mrs. Herskowitz moved to approve the agenda, seconded by Mrs. Elsas and unanimously carried.
- IV. OATH OF OFFICE: Andrew Martingale to Lisa Herskowitz, Trustee
- V. PERIOD FOR PUBLIC EXPRESSION
- VI. MINUTES OF PREVIOUS MEETINGS
Mrs. Elsas moved to approve minutes of the regular Board of Trustees meeting of June 12, 2025, seconded by Mrs. Glennon, and unanimously carried.
- VII. FINANCIAL SECRETARY & TREASURER'S REPORT
 - A. Approval of Warrants
Mrs. Glennon moved to approve warrant for \$333,827.71, page 4410, seconded by Mrs. Hartough and unanimously carried.
Mrs. Hartough moved to approve warrant for \$210,701.38, page 4411, seconded by Mrs. Herskowitz and unanimously carried.
Mrs. Herskowitz moved to approve warrant for \$75,476.40, page 4412, seconded by Mrs. Elsas and unanimously carried.
Mrs. Elsas moved to approve warrant for \$156,867.63, page 4413, seconded by Mrs. Glennon and unanimously carried.
 - B. Payroll Register
Mrs. Glennon moved to approve payroll of \$210,458.61, page 2415, seconded by Mrs. Hartough and unanimously carried.
Mrs. Hartough moved to approve payroll of \$209,748.61, page 2416, seconded by Mrs. Herskowitz and unanimously carried.
 - C. Review of Monthly Expenditures
 - D. Review of Statistical Summary
- VIII. COMMUNICATIONS
No Communications to Report

IX. DIRECTOR'S REPORT

Administration

Detail work is being performed on the lower-level restrooms while we wait for custom-made partitions, countertops and a sink to replace the one that was damaged during shipping.

The Northport-East Northport School District Superintendent held their annual all-day administrative staff training at the library. The event was very successful, thanks in part, to the special requests that were addressed in advance of the training.

The banner on the Library Courtyard fence was damaged on two occasions within a few days. The damage was limited to one sign promoting "All are Welcome." The other two signs were not touched. Police reports were filed documenting both incidents.

Adult and Teen Services

It was a busy outreach month with staff participating in two Pride events and the Farmer's Market.

Twenty-three film lovers, led by lecturer JoAnn Proscia, met to view and discuss *A Tree Grows in Brooklyn*.

The 64-gallon shredding bins have been swapped out for 96-gallon bins to address the overwhelming demand.

The Northport Teen Center was repainted in a shade of light blue which has drastically changed the look and feel of the room. Additional work is planned to create needed storage space and a more patron-friendly and ergonomic public service desk.

Building and Grounds

Issues with poison ivy in and around the Library Courtyard are being addressed.

The replacement for the damaged window glass in the East Northport building's foyer has been ordered.

The main level women's restroom ceiling in Northport has been replaced following the damage caused by water from a failing hot water heater and the limited access available to install its replacement.

Children and Family Services

Librarians visited nursery school classrooms to introduce the Summer Reading Club to 123 preschoolers.

Animals from the *Suffolk County Farm* visited the Library Courtyard again this summer. A bunny, ducks, chickens, llamas and four-week-old baby goats entertained 305 patrons in attendance.

With a trunk full of props and a ton of skill, Jester Jim entertained 68 patrons with his juggling skills.

An older couple that had moved away stopped by to visit the library because it was such an integral and special part of their children's lives 20 years ago. They used to take their children to library programs regularly. They praised the library and said that out of all the states they have lived in and the places they have gone, we have the most wonderful library.

Community Services

An artist's reception was held for *The Art of Belonging* exhibit featuring artists from grades K-12 who displayed their unique paintings of what belonging means to them. Co-sponsored by *Not in Our Town* 54 patrons attended the reception, including a reporter who documented this meaningful exhibit in a local newspaper.

Rhonda Kay and the Backstage Trio performed *The Best of Broadway and Jazz Standards* to an audience of 83 patrons. The show incorporated a mix of Broadway songs, iconic jazz tunes, and classic selections from the American Songbook.

The Day Trippers performed the greatest hits of *The Beatles*. Seventy-eight patrons followed along as the band began with the early songs and played in chronological order all the way to the final album.

Thirty-five patrons joined in celebrating the *30th Anniversary of the Friends of the Library*. They enjoyed refreshments and conversation with current Friends, learned about the group's initiatives and found out how they could become involved.

Customer Service and Materials Management

Staff created a scavenger hunt for Summer Library Tour participants to highlight unique services and features at the library.

Network and Systems

New servers were installed to support the security camera systems in each building.

X. PERSONNEL REPORT

Mrs. Hartough moved to approve C. (Resignations) the Personnel Report, seconded by Mrs. Herskowitz and unanimously carried.

Mrs. Herskowitz moved to approve D. (Retirements) in the Personnel Report, seconded by Mrs. Elsas, and unanimously carried.

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

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

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

XI. OTHER BUSINESS

- A. Water Leak Update
- B. Health Benefits Update
- C. Transfer of Funds

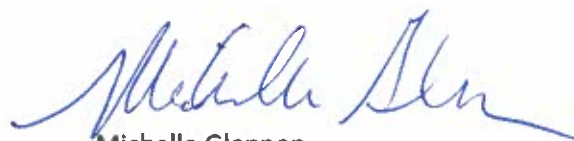
XII. DATES OF FUTURE MEETINGS

Thursday, August 14, 2025	10:00am	Regular Board Meeting
Thursday, September 18, 2025	10:00am	Regular Board Meeting

XIII. ADJOURNMENT

Mrs. Herskowitz moved to adjourn meeting at 12:00pm, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted



Michelle Glennon

Secretary



Northport-East Northport Public Library

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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, July 17, 2025**, following the Reorganizational Meeting 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. Oath of Office: Andrew Martingale to Lisa Herskowitz, Trustee
- V. Period for Public Expression
- VI. Minutes of previous meeting (Motion required)
- VII. 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
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Other Business
 - A. Water leak update
 - B. Health benefits update
 - C. Transfer of funds
- XII. Date of next library board meetings:
Thursday, August 14, 2025, 10:00 AM – Regular Board Meeting
Thursday, September 18, 2025, 10:00 AM – Regular Board Meeting
- XIII. Adjournment

OATH OF OFFICE

State of New York)

County of Suffolk) ss:

Town of Huntington)

I, Lisa Herskowitz, do solemnly swear that I will support the
Constitution of the United States and the Constitution of the State of New
York, and that I will faithfully discharge the duties of TRUSTEE of the
Northport-East Northport Public Library according to the best of my ability.



Lisa Herskowitz

Subscribed and sworn to before me this
17th day of July 2025.



Notary, State of New York

ANDREW SALOMON
Notary Public, State of New York

PERSONNEL REPORT

Approval of the Following Personnel Matters
July 17, 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>
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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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Joshua Osik	Guard/\$22.70 hr.	Security	06/21/25
Sophia Malon	Page/\$17.40 hr.	Children & Family Svcs	07/25/25

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Patricia Bennett	FT Library Clerk/Step 6	Youth & Family Svcs	08/22/25
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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

Lynn Murray	Café Worker	Community Services	07/26/25-08/10/25
Anna Katzmaier	Page	Adult & Teen Svcs	07/26/25-08/09/25
Benjamin Jahrsdoerfer	Page	Children & Family Svcs	07/05/25-07/16/25

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT Addendum

Approval of the Following Personnel Matters
July 17, 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>
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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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Andrea Richeson	Permanent PT Lib. I/Step 5	Adult & Teen Svcs	08/16/25
Elizabeth Aitken	Page/\$17.20 hr.	Adult & Teen Svcs	08/23/25

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 Change of Status

Request for Leave of Absence

Shannon Weisman	Page	Adult & Teen Svcs	08/05/25-08/16/25
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Report approved by Board of Trustees


Secretary

**LIBRARY BOARD MEETING
JULY 17, 2025**

ACCOUNTS PAYABLE

4410 6/17/25	\$333,827.71	Three Hundred & Thirty Three Thousand Eight Hundred & Twenty Seven Dollars & Seventy One Cents
4411 7/02/25	\$210,701.38	Two Hundred & Ten Thousand Seven Hundred & One Dollars & Thirty Eight Cents
4412 7/15/25	\$75,476.40	Seventy Five Thousand Four Hundred & Seventy Six Dollars & Forty Cents
4413 7/17/25	\$156,867.63	One Hundred & Fifty Six Thousand Eight Hundred & Sixty Seven Dollars & Sixty Three Cents

PAYROLL REGISTER

2415 6/20/25	\$210,458.61	Two Hundred & Ten Thousand Four Hundred & Fifty Eight Dollars & Sixty One Cents
2416 7/6/25	\$209,748.61	Two Hundred & Nine Thousand Seven Hundred & Forty Eight Dollars & Sixty One Cents