

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF AUGUST 17, 2023

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 August 17, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:00am. Also present Margaret Hartough, Michelle Glennon, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice were Jacqueline Elsas and Georganne White.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Hartough moved to approve the agenda, seconded by Mrs. Glennon and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Glennon moved to approve minutes of Reorganizational meeting of July 20, 2023, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve minutes of Regular Board meeting of July 20, 2023, seconded by Mrs. Glennon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Glennon moved to approve warrant for \$297,554.43, page 4335, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$297,036.13, page 4336, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$157,452.53, page 4337, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Mrs. Glennon moved to approve payroll of \$203,349.21, page 2361, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$26,716.27, page 2362, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$200,753.89, page 2363, seconded by Mrs. Hartough and unanimously carried.

C. Review of Monthly Expenditures

VII. COMMUNICATIONS

No Communications to Report

VIII. PERSONNEL REPORT

Mrs. Glennon moved to approve "B. New Employees" in the personnel report, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve "C. Resignations" in the personnel report, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve "B. New Employees" 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. Glennon and unanimously carried.

IX. REVIEW OF PHOTOGRAPHING AND FILMING IN THE LIBRARY POLICY

Mrs. Hartough moved to approve Photographing and Filming in the Library Policy, seconded by Mrs. Glennon and unanimously carried.

X. OTHER BUSINESS


Mr. Olney informed the Board that the Library would be receiving \$9,997 in State Aid.

XI. FUTURE MEETING

Thursday, September 21, 2023	10:00am	Regular Board Meeting
Thursday, October 19, 2023	10:00am	Regular Board Meeting

XII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 10:44am, 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

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, August 17, 2023, at 10 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
- VII. Communications
- VIII. Personnel Report (Motion required)
- IX. Review of Photographing and Filming in the Library Policy (Motion required)
- X. Other Business
- XI. Date of next library board meetings:
Thursday, September 21, 2023, 10:00 AM – Regular Board Meeting
Thursday, October 19, 2023, 10:00 AM – Regular Board Meeting
- XII. Adjournment

**LIBRARY BOARD MEETING
AUGUST 17, 2023**

ACCOUNTS PAYABLE

4335 7/19/23	\$297,554.43	Two Hundred & Ninety Seven Thousand Five Hundred and Fifty Four Dollars & Forty Three Cents
4336 8/2/23	\$297,036.13	Two Hundred Ninety Seven Thousand and Thirty Six Dollars & Thirteen Cents
4337 8/17/23	\$157,452.53	One Hundred & Fifty Seven Thousand Four Hundred and Fifty Two Dollars & Fifty Three Cents

PAYROLL REGISTER

2361 7/21/23	\$203,349.21	Two Hundred & Three Thousand Three Hundred and Forty Nine Dollars & Twenty One
2362 7/28/23	\$26,716.27	Twenty Six Thousand Seven Hundred and Sixteen Dollars & Twenty Seven Cents
2363 8/4/23	\$200,753.89	Two Hundred Thousand Seven Hundred and Fifty Three Dollars & Eighty Nine Cents

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
August 17, 2023

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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Wendy McGee	Café Worker/\$16.30	Community Services	08/21/2023
Ayesha Molano	Page/\$15.80 hr.	Adult & Teen Svcs	08/21/2023

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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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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Request for Leave of Absence

Sophia LoCasio	Café Worker	Community Services	08/21/23-09/30/23
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Report approved by Board of Trustees


Secretary

PERSONNEL REPORT

Approval of the Following Personnel Matters
August 17, 2023

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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Joseph DeRosa	Page/\$15.80 hr.	Adult & Teen Svcs	08/21/23
Emanuele Randazzo	Page/\$15.80 hr.	Adult & Teen Svcs	08/21/23
Kaitlyn Johnson	Page/\$15.80 hr.	Adult & Teen Svcs	08/21/23
Harrison Hood	Page/\$15.80 hr.	Adult & Teen Svcs	08/21/23
Jake Maddia	PT Librarian I/Trainee	Children & Family Svcs	09/25/23

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Jushin Choi	Page/\$16.00 hr.	Children & Family Svcs	08/01/23
Nicholas Crafa	Page/\$16.00 hr.	Children & Family Svcs	08/13/23
Jessica Lyle	Page/\$16.00 hr.	Children & Family Svcs	08/15/23
Francesca DeRosa	Page/\$16.00 hr.	Adult & Teen Svcs	08/25/23
Ethan Blume	Page/\$16.00 hr.	Adult & Teen Svcs	08/30/23

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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Request for Leave of Absence

Report approved by Board of Trustees


Secretary



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PHOTOGRAPHING AND FILMING IN THE LIBRARY POLICY

Photographing and filming in the library is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library's Mission Statement and Rules of Conduct and does not infringe on the privacy rights of the Library's patrons and staff.

Any persons photographing or filming on library premises have sole responsibility for gaining all necessary consents and releases from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases. No person shall be photographed or filmed without consent.

Library staff may terminate any photo session that appears to compromise public safety, patron privacy, security, is inconsistent with the Library's Mission Statement and/or Rules of Conduct, or which impedes library operations.

News Media and Documentary-Type Photography

News media photographers and reporters who are doing stories or projects that directly involve the library and its programs must obtain advance authorization for such photography from the Library's Community Services Department or Administration.

The Library prohibits the use of its facilities as interview venues for unrelated stories, and prohibits the use of library patrons for opinion polls or interviews within its facilities with the exception of news media. The Library may grant permission for news media to use its facilities for stories or projects that do not relate to the library itself upon written request and after review by Community Services and Administration.

Commercial Photography

The Library does not permit commercial photography on or in its facilities unless it is part of a Library program. This includes, but is not limited to, use of library buildings, grounds, or interiors as a stage set for portraiture, model photography, and product photography. It includes photographing or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

Other Photography

Casual amateur photography may be permitted (by Librarian-in-Charge, Community Services, or Administration) in library facilities for patrons and visitors wanting a remembrance of their visit. Photographing must not interfere or disturb other patron use. The use of additional equipment such as lighting or tripods is not permitted.

The Library may grant permission for school-age students to use its facilities for stories or projects that do not relate to the library itself upon written request and after review by Community Services and Administration. Photography must not interfere or disturb other patron use. The use of additional equipment such as lighting or tripods is not permitted.

Photography for Groups and Non-library Events in the Meeting Rooms

Outside groups arranging meetings in the meeting rooms may arrange for photographers and news media during their event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library. Please refer to *Regulations for Use of Northport-East Northport Public Library Meeting Rooms*.

Adopted 05/15/08,
Revised 02/21/19, 08/17/23