

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF SEPTEMBER 18, 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, September 18, 2025.

I. CALL TO ORDER

President Carolyn McQuade called the meeting to order at 10:01am. Also present were Trustees Lisa Herskowitz, Jacqueline Elsas, Michelle Glennon, and Director James Olney. Margaret Hartough and Assistant Director Andrew Salomon were absent with previous notice.

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. PERIOD FOR PUBLIC EXPRESSION

No public expression.

V. MINUTES OF PREVIOUS MEETING

Mrs. Elsas moved to approve minutes of the regular Board of Trustees meeting of August 14, 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 \$354,932.06, page 4417, seconded by Mrs. Herskowitz and unanimously carried.

Mrs. Herskowitz moved to approve warrant for \$255,008.83, page 4418, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$208,043.83, page 4419, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$299,930.24, page 4420, seconded by Mrs. Herskowitz and unanimously carried.

B. Payroll Register

Mrs. Herskowitz moved to approve payroll of \$230,674.44, page 2420, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$227,974.06, page 2421, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$218,298.32, page 2422, seconded by Mrs. Herskowitz and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

No communications.

VIII. DIRECTOR'S REPORT

Administration

The annual sexual harassment prevention training is being assigned to the staff as online training made available to us free-of-charge by Utica, our insurance provider.

Staff are being encouraged to attend an in-person CPR/AED training to support our public access defibrillation equipment.

Adult and Teen Services

The Northport Teen Center underwent a transformation at the end of the summer. For the past several years, use of the Teen Center has changed demonstrating a need for more functional work areas and storage. This transformation has created a more modern look and better space utilization.

Vega, the new library catalog interface, has been added to our website and on one catalog in the Adult and Children's Services areas in each building. Search results are now grouped by format (book, large print, audiobook, ebook or DVD/BluRay).

The circulating hotspots are being replaced to support 5G connectivity.

Building and Grounds

The damaged window in the foyer of the East Northport building has been replaced along with the Family Place Library decal that was attached to it.

The tile floor in the Northport building was buffed and refinished to complement the new Customer Services desk.

Children and Family Services

The library provided two class visits for students enrolled in the Extended School Year (ESY) program. ESY is a special education program for students with disabilities to prevent significant skill loss during school breaks.

Librarians also participated in Ocean Avenue School's Back to School Picnic.

The Childrens' Summer Reading Club had 800 registrations this year, reading a total of 4,123 hours.

Since adding the 42 Wazoodles to the collection, they have been checked out 92 times.

Community Services

The four Courtyard Concerts were attended by a combined total of 926 patrons.

Library Cards from Around the World is now on display in the Northport Gallery. It was a tremendous undertaking to contact all the libraries, mount the cards and find interesting facts and quotes.

A Park Ranger from *Fire Island National Seashore* presented to 18 patrons *All about Piping Plovers*, a small shorebird that nests on the sandy beaches of Fire Island and other locations across Long Island. The piping plover is listed as an endangered species in New York State; therefore, it is important to learn how to safely share the shoreline with this unique bird.

A *Long Island Cares* representative provided *Fruits & Veggies: Full of Flavor*, a nutrition education workshop and recipe demonstration, to 29 patrons.

Seventy-seven patrons celebrated Jane Austen's 250th year with a theatrical comedy, *Emma Woodhouse*. In a time when respectable ladies were expected to sit quietly at home, Emma desperately needed a project, matchmaking.

An educator from the *Alzheimer's Association Long Island Chapter* helped 38 patrons to identify healthy habits and behaviors and suggest how they may be incorporated into our daily lives to help maintain or improve our health and potentially delay the onset of cognitive decline.

Longtime meditator Gaurav Singh lead a beneficial meditation workshop for 58 patrons. With the fast-paced, stressful world we live in, taking time to practice meditation is more important than ever. Meditation provides many benefits including significant stress reduction, improved focus, emotional balance, and better overall wellness.

Drive Electric Long Island explained the basics and benefits of electric vehicles (EVs) to 25 participants. After the discussion, the participants were invited outside to the library parking lot to view several types of electric vehicles and ask current owners why they chose an EV and what it is like to drive one.

SUNY Old Westbury instructor Tanya Tuzo led an interactive workshop that explored the benefits and concerns of Artificial Intelligence (AI), from enhancing everyday tasks to understanding its ethical implications to 52 patrons in attendance. Patrons learned how AI is shaping society, work, and human connection.

Prices in the Café were raised slightly to reflect higher costs for food and beverage items.

Customer Service and Materials Management

The Northport Customer Service desk has been updated and provides a more efficient use of space.

The Library Summer Tour has come to an end. Our library was noted as one of the top five "stampers" in the county based on the 199 stamps that were submitted for the raffles.

Network and Systems

Following a complex installation, the new AC units are working well in the Northport computer server room.

A patron reported an issue with some of our multi-media software programs on the Adult public PCs. The issue was diagnosed to be caused by a sound card driver that would not allow programs to run unless headphones were plugged in. A creative solution resolved the issue by installing a sound card driver that would emulate speakers being connected, even when they were not.

The main battery backups in the East Northport server room were replaced while the library was closed to avoid public and staff computer downtime.

IX. PERSONNEL REPORT

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

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

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

Mrs. Herskowitz moved to approve "B." (New Employees) in the Personnel 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.

X. OTHER BUSINESS

Mr. Olney spoke of the upcoming SCLS Trustee Nominating Caucus.

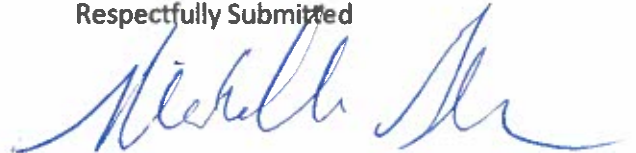
XI. DATES OF FUTURE MEETINGS

Thursday, October 23, 2025	10:00am	Regular Board Meeting
Thursday, November 20, 2025	10:00am	Regular Board Meeting

XII. ADJOURNMENT

Mrs. Herskowitz moved to adjourn meeting at 11:44am, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted

A handwritten signature in blue ink, appearing to read "Michelle Glennon", with a long, sweeping horizontal stroke extending to the right.

Michelle Glennon
Secretary



Northport-East Northport Public Library

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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, September 18, 2025, 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. Other Business
- XI. Date of next library board meetings:
Thursday, October 23, 2025, 10:00 AM – Regular Board Meeting
Thursday, November 20, 2025, 10:00 AM – Regular Board Meeting
- XII. Adjournment

**LIBRARY BOARD MEETING
SEPTEMBER 18, 2025**

ACCOUNTS PAYABLE

4417 8/13/25	\$354,932.06	Three Hundred & Fifty Four Thousand Nine Hundred & Thirty Two Dollars & Six Cents
4418 8/27/25	\$255,008.83	Two Hundred & Fifty Five Thousand & Eight Dollars & Eighty Three Cents
4419 9/10/25	\$208,043.83	Two Hundred & Eight Thousand & Forty Three Dollars & Eighty-Three Cents
4420 9/18/25	\$299,930.24	Two Hundred & Ninety-Nine Thousand & Nine Hundred & Thirty Dollars & Twenty-Four Cents

PAYROLL REGISTER

2420 8/15/25	\$230,674.44	Two Hundred & Thirty Thousand Six Hundred & Seventy-Four Dollars & Forty-Four Cents
2421 8/29/25	\$227,974.06	Two Hundred & Twenty-Seven Thousand Nine Hundred & Seventy-Four Dollars & Six Cents
2422 9/12/25	\$218,298.32	Two Hundred & Eighteen Thousand & Two Hundred and Ninety-Eight Dollars and Thirty Two Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
September 18, 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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Jane Sperber	Page	Children & Family Svcs	09/23/25
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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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Anna Katzmaier	Page	Adult & Teen Svcs	08/31/25
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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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Promotion

Request for Leave of Absence

Lynn Murray	Café Worker	Community Services	09/04/25-09/13/25
Joyce Bernat	Café Worker	Community Services	10/10/25-11/03/25

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
September 18, 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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Kaitlyn Kelly	Page	Adult & Teen Svcs	09/19/25
Kaitlyn Johnson	Page	Adult & Teen Svcs	09/22/25
Josetta Zwiulich	Page	Children & Family Svcs	09/25/25

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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Promotion

Reassignment

Sarah Safonte	Library Clerk/Step 1	Children & Family Svcs	09/22/25
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Request for Leave of Absence

Report approved by Board of Trustees


Secretary