

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF SEPTEMBER 22, 2022

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 22, 2022.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:05am. Also present were Jacqueline Elsas, Michelle Glennon, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was 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. Elsas and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Elsas moved to approve minutes of meeting of August 18, 2022, seconded by Mrs. Glennon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Glennon moved to approve warrant for \$184,881.00, page 4297, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$239,963.26, page 4298, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$366,722.51, page 4299, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$112,601.76 page 4300, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Mrs. Hartough moved to approve payroll of \$191,319.91, page 2336, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$28,231.56, page 2337, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$186,375.59, page 2338, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$186,014.82, page 2339, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

VII. COMMUNICATIONS

Ms. McQuade shared with the Board a letter from patron regarding display ideas.

VIII. DIRECTOR'S REPORT

Administration

Annual New York State mandated training for sexual harassment prevention has been completed online by all department heads and assigned to all staff. Annual workplace violence prevention training will be provided, in-person, by an officer of the Northport Police Department.

Annual flu vaccines are being administered by staff of the Visiting Nurse Service of Northport to interested staff.

A New York State construction grant application has been filed to help fund the replacement of the leaking skylights in the East Northport building Children's Room.

Printed pay statements for staff are no longer available and have been replaced by paperless statements that can be accessed through our payroll company's online portal.

Adult and Teen Services

As part of the Long Island Library Resources Council's *Accessing Archives Pilot Project* (AAPP), an archivist is indexing and digitizing our historic map collection. This project will help us preserve and access these unique maps for years to come.

The Adult Summer Reading Club (SRC) had 60 participants who read 304 books and the Teen SRC had 66 participants who read 214 books.

In cooperation with the *Northport-East Northport Community Drug and Alcohol Task Force* and the *Town of Huntington Opioid and Addiction Task Force*, the library helped to turn the community purple for *Recovery Month* to raise awareness about addiction treatment and recovery as well as support those in recovery. Purple lighting was installed along the Northport parking lot fence and in the East Northport building foyer and around the fireplace area windows along with purple ribbons both inside and out. Fifty-six teens volunteered to raise awareness about addiction treatment and recovery by creating purple pinwheels, which are on display in the library.

Buildings and Grounds

The annual carpet cleaning, including a small number of upholstered furniture pieces and tiled surfaces in the restrooms, has been completed.

The cables inside the flagpole at the East Northport building became tangled leaving a tattered flag captive at the top of the pole. The pole was repaired, a golden finial was added, and a new flag is now proudly waving in front of the library.

A bouquet of outdoor Harmony Flowers from Percussion Play have been installed in the Northport Courtyard for budding musicians to serenade the Board Room.

Children and Family Services

The Children's SRC had 840 participants who interacted with the SRC Pages 1,378 times.

A scavenger hunt to locate picture book characters hiding in porthole windows, including the illusive Mr. Seahorse, was completed by 452 patrons.

Community Services

The Summer Courtyard Concerts were very successful with 718 patrons attending. The most popular, with 280 patrons attending, was *Just Sixties* who performed rock, pop, and folk hits from one of the most important periods in music history.

Patrons are no longer required to use passwords when placing a request for a museum pass and the maximum number of passes that may be checked out simultaneously on a library card has been increased to two.

Whales, Dolphins and Porpoises, Oh My! Presented by Atlantic Marine Conservation Society biologists introduced 40 patrons to the great cetaceans commonly seen in NY waters. The behaviors of these marine animals were discussed as well as the natural and human threats they face. This program was cosponsored by the public libraries in the Town of Huntington.

Lower East Side Tenement Museum Virtual Tour: The Baldizzi Family featured the story of an Italian American family from Sicily that lived in an Orchard Street tenement in Manhattan in the 1930s. Twenty-six patrons learned about the push and pull factors of the family's immigration, the 1924 immigration law that created obstacles for their journey to the United States, and their economic hardships during the Great Depression.

A park ranger presented *Fire Island: Explore the Salt Marsh* to 39 patrons. Participants learned how Fire Island's extensive root system enables it to withstand brief storm surges and also buffer storm impacts on upland areas. The salt marsh within its boundaries serves as nursery grounds for fish and valuable habitats for wading birds and waterfowl. This program is cosponsored by the public libraries in the Town of Huntington.

A master gardener from Cornell Cooperative Extension of Suffolk County shared *The Art of Seed Saving* with 43 residents so they could grow more flowers and vegetables in their gardens through the collection, labeling and storage of seeds.

Customer Service and Materials Management

The printed date due slips have been modified to include “You just saved an estimated \$xx.xx by using the library today.

In support of our sustainable initiative patrons now being offered the option of having their date due slips emailed rather than printed.

Baker & Taylor, the world's largest distributor of books to libraries worldwide, was hit by a ransomware attack causing its servers to go down and impacting the company's phone systems, offices, and service centers. Fulfillment of our orders and the creation of new orders were disrupted for more than two weeks and our order backlog continues to grow as shipment delays persist.

Network and Systems

New security cameras were installed in the East Northport building. Cameras were added to the Community Room and Tutorial Room and two 360-degree cameras in the Children’s Room were upgraded to newer models to provide sharper images.

IX. PERSONNEL REPORT

Mrs. Elsas moved to approve “D. Retirement” 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. Hartough and unanimously carried.

Mrs. Hartough moved to approve “E. Other” in the personnel report addendum, seconded by Mrs. Elsas and unanimously carried.

X. OTHER BUSINESS

Mrs. Hartough moved to approve Resolution: DETERMINATION OF NON-SIGNIFICANCE UNDER STATE ENVIRONMENTAL QUALITY REVIEW ACT (see attached), seconded by Mrs. Elsas and unanimously carried.

XI. FUTURE MEETINGS

Thursday, October 20, 2022	10:00am	Regular Board Meeting
Thursday, November 17, 2022	10.00am	Regular Board Meeting

XII. ADJOURNMENT

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

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Michelle Glennon", written in a cursive style.

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, September 22, 2022, 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 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 20, 2022, 10:00 AM – Regular Board Meeting
Thursday, November 17, 2022, 10:00 AM – Regular Board Meeting
- XII. Adjournment

**LIBRARY BOARD MEETING
SEPTEMBER 22, 2022**

ACCOUNTS PAYABLE

4297 8/17/22	\$184,881.00	One Hundred and Eighty Four Thousand Eight Hundred and Eighty One Dollars & Zero Cents
4298 8/31/22	\$241,407.20	Two Hundred & Forty One Thousand Four Hundred and Seven Dollars & Twenty Cents
4299 9/14/22	\$366,722.51	Three Hundred & Sixty Six Thousand Seven Hundred and Twenty Two Dollars & Fifty One Cents
4300 9/22/22	\$112,601.76	One Hundred & Twelve Thousand Six Hundred and One Dollars & Seventy Six Cents

PAYROLL REGISTER

2336 8/19/22	\$191,319.91	One Hundred and Ninety One Thousand Three Hundred and Nineteen Dollars & Ninety One Cents
2337 8/26/22	\$28,231.56	Twenty Eight Thousand Two Hundred and Thirty One Dollars & Fifty Six Cents
2338 9/2/22	\$186,375.59	One Hundred and Eighty Six Thousand Three Hundred and Seventy Five Dollars & Fifty Nine Cents
2339 9/16/22	\$186,014.82	One Hundred and Eighty Six Thousand Fourteen Dollars & Eighty Two Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
September 22, 2022

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>
-------------	----------------------------------	-------------------	-----------------------

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>
-------------	----------------------------------	-------------------	-----------------------

Florence Gorman	Café Worker/\$15.80 hr.	Community Services	08/09/2022
E. Renee Capitanio	PT Librarian I/Step 16	Adult & Teen Svcs	09/30/2022
Joan Cetta	PT Library Clerk/Step 14	Adult & Teen Svcs	09/30/2022

E. Other

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

Request for Leave of Absence

Lynn Murray	Café Worker/\$15.80 hr.	Community Services	09/27/22-10/08/22
-------------	-------------------------	--------------------	-------------------

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
September 22, 2022

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>
-------------	----------------------------------	-------------------	-----------------------

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

Lisa Olivieri	Page/\$15.30 hr.	Children & Family Svcs	10/13/22-10/29/22
---------------	------------------	------------------------	-------------------

Report approved by Board of Trustees


Secretary

RESOLUTION:

**DETERMINATION OF NON-SIGNIFICANCE UNDER STATE
— ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)**

WHEREAS, the Library is considering undergoing a project involving the replacement of two ground level skylights in the front of the Library building (the “Proposed Project”);

WHEREAS, the Library Board recognizes the need to comply with the State Environmental Quality Review Act (“SEQRA”) before making a final decision to proceed with the Proposed Project;

WHEREAS, pursuant to 6 NYCRR §§ 617.5(c)(2) of SEQRA’s implementing regulations, “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site” is a Type II action, deemed not to have a significant adverse impact to the environment as a matter of law;

WHEREAS, pursuant to 6 NYCRR §§ 617.5(c)(10) of SEQRA’s implementing regulations, “routine activities of educational institutions” are Type II actions, deemed not to have a significant adverse impact to the environment as a matter of law; and

RESOLVED, that the Library Board, as lead agency, after review of the Proposed Action, and consultation with its legal counsel, hereby determines that the Proposed Action is a Type II action, pursuant to 6 NYCRR 617.5(c)(2) and (10), and will, therefore, by definition, not have a significant adverse impact to the environment.

DISPOSITION OF THE BOARD

MOVED: Margaret Hartough

SECONDED: Jacqueline Elsas

THOSE IN FAVOR 4 **THOSE OPPOSED** 0 **THOSE ABSTAINING** 0

COMMENTS: Georganne Whirk absent with prior notice.