

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JANUARY 12, 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, January 12, 2023.

I. CALL TO ORDER

Vice Chairperson Margaret Hartough called the meeting to order at 10:07am. Also present were Jacqueline Elsas, Michelle Glennon, and Director James Olney. Absent with previous notice was Carolyn McQuade, Georganne White and Assistant Director Nancy Morcerf.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Glennon moved to approve minutes of Budget meeting of December 15, 2022, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve minutes of Regular meeting of December 15, 2022, seconded by Mrs. Glennon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$287,561.65, page 4311, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$187,656.91, page 4312, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$75,046.20, page 4313, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$133,690.72, page 4314, second by Mrs. Elsas and unanimously carried.

C. Payroll Register

Mrs. Elsas moved to approve payroll of \$188,204.07, page 2346, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$182,813.21, page 2347, seconded by Mrs. Elsas and unanimously carried.

D. Review of Monthly Expenditures

E. Review of Statistical Summary

VII. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS STAFF CONTRACT NEGOTIATIONS

Motion not required as there were no updates on negotiations

VIII. COMMUNICATIONS

No Communications to Report

IX. DIRECTOR'S REPORT

**Administration**

Online cybersecurity training has been assigned to staff.

The first test of the automated *Dial My Calls* service for staff notifications was relatively successful. A second test, after some modifications, proved to be even more successful.

The Library Courtyard renovation on the upper level to improve drainage and provide a smoother walking surface has been completed.

The kinetic Dove sculpture once again majestically soars above the memorial garden in the courtyard. The artist that created the sculpture offered to restore it, at no cost to the library.

New LED lighting has been installed in the Northport Children's room and the walls have been painted in preparation for the new carpeting that is scheduled to be installed this week.

The Northport building solar project has been delayed by paperwork that is in the hands of PSEG. We anticipate that the solar installation will begin during the next few weeks.

**Adult and Teen Services**

A *ViewScan4* Microfilm scanner has been added to the equipment available at the Northport building. In addition to viewing, printing, and digitally scanning microfilm, it provides the same options for microfiche and slides.

Guidelines for *How to Start a Small Business on a Small Budget* were presented to 22 patrons by a representative from *Service Corps of Retired Executives* (SCORE). They discussed the basics of setting up a business, legal entity structures, insurance options, financing, and paying taxes, as well as creating business and marketing plans.

Eighty-two teens volunteered to create pull toys for shelter dogs using an old t-shirt and 36 teen volunteers decorated wooden stars with positive and inspirational messages to be distributed and displayed at local senior citizen centers.

**Buildings and Grounds**

The fire detection control panel was replaced at the East Northport building to preempt its anticipated failure as a result of its age and lack of available replacement parts.

The ivy has been removed from the planting beds on the Larkfield Road side of the East Northport building. This may become a multi-year project due to the aggressive nature of ivy.

#### **Children and Family Services**

*Disney Day* celebrated Walt Disney's birthday at the Library. Thirty-six children enjoyed crafts and activities dedicated to some of the most magical characters created by Walt Disney.

Noon Year's Eve rang in with 69 patrons participating in the celebration.

#### **Community Services**

Founded in 1986, the *Long Island Tuba Quartet* is the region's premier low brass chamber ensemble. An informal evening of classics, pop, and rock hits through the decades, marches, novelties, and holiday favorites were enjoyed by the 46 patrons in attendance.

In this first meeting of the *Travel Club*, 46 patrons shared details about their travel bargains, "in" destinations, cruises, and interesting itineraries.

Back by popular demand, Yamaha piano artist and music arranger, Alexander Wu, took an audience of 40 on a winter's journey of favorite classics from around the world.

Ted Reinstein, author and longtime reporter for Boston's WCVB-TV's *Chronicle*, provided A *Virtual New England Road Trip* from Maine to Rhode Island, Mt. Washington to Mt. Mansfield, and Berkshire foliage to Fenway Park for 30 patrons. Ted's 20+ years of reporting and telling stories provided the audience with colorful characters, interesting facts, and even visit a few classic diners along the way.

#### **Customer Service and Materials Management**

Library Pages continue to shift the collections on the main floor to interfile the mystery, science fiction, and bygone bestseller collections with fiction. Once this is completed, the non-fiction 800s will be relocated to the mezzanine following the 700's to provide additional space for the media collection on the main floor.

#### **Network and Systems**

The community room screen, now out of warranty, has had the glue meticulously removed by hand with a cleaning solution. The manufacturer is sending new adhesive tabs that will be considered as a secondary resolution pending further evaluation.

X. PERSONNEL REPORT

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

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

XI. OTHER BUSINESS

The Board reviewed letter that will be included with the 2023/2024 Budget.

XII. FUTURE MEETINGS

Thursday, February 16, 2023	10:00am	Regular Board Meeting
Tuesday, March 21, 2023	5:30pm	Regular Board Meeting
Tuesday, March 21, 2023	7:30pm	Public Information Meeting

XIII. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 11:50 am, seconded by Mrs. Glennon and unanimously carried.

Respectfully Submitted



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](http://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, January 12, 2023, 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 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. Motion to convene in Executive Session to discuss staff contract negotiations (Motion required)
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:  
Thursday, February 16, 2023, 10:00 AM – Regular Meeting  
Tuesday, March 21, 2023, 5:30 PM – Regular Meeting  
Tuesday, March 21, 2023, 7:30 PM – Public Information Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING  
JANUARY 12, 2023**

***ACCOUNTS PAYABLE***

4311 12/21/22	\$287,561.65	Two Hundred & Eighty Seven Thousand Five Hundred and Sixty One Dollars & Sixty Five Cents
4312 1/4/23	\$187,656.91	One Hundred & Eighty Seven Thousand Six Hundred and Fifty Six Dollars & Ninety One Cents
4313 1/10/23	\$75,046.20	Seventy Five Thousand Forty Six Dollars & Twenty Cents
4314 1/12/23	\$133,690.72	One Hundred & Thirty Three Thousand Six Hundred and Ninety Dollars & Seventy Two Cents

***PAYROLL REGISTER***

2346 12/23/22	\$188,204.07	One Hundred and Eighty Eight Thousand Two Hundred and Four Dollars & Seven Cents
2347 1/6/23	\$182,813.21	One Hundred and Eighty Two Thousand Eight Hundred and Thirteen Dollars & Twenty One Cents

## PERSONNEL REPORT

Approval of the Following Personnel Matters  
January 12, 2023

### A. Salary Increase

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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### B. New Employees

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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### C. Resignations

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Robert Brindisi	Guard/\$19.10 hr.	Security	01/13/2023
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### D. Retirement

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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### E. Other

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

Juliann Gross	Page/\$15.30 hr.	Customer Svc & Mtrls	02/01/23-02/12/23
Joyce Bernat	Café Worker/\$15.80 hr.	Community Services	02/09/23-03/06/23

Report approved by Board of Trustees

  
Secretary