

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

The Budget Work Session of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, December 15, 2022.

I. CALL TO ORDER

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

II. ADOPTION OF THE AGENDA

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

III. REVIEW AND DISCUSSION OF PROPOSED LIBRARY BUDGET 2023/2024

IV. ADJOURNMENT

Mrs. Glennon moved to adjourn meeting at 11:29am, seconded by Ms. White and unanimously carried.

Respectfully Submitted

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

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 **Budget Work Session** of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, December 15, 2022, at 10:00 AM** in the Board Conference Room.

AGENDA

- I. Call to Order
- II. Adoption of Agenda (Motion required)
- III. Review and discussion of proposed Library Budget 2023/2024
- IV. Adjournment

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF DECEMBER 15, 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, December 15, 2022.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 11:43am. Also present were Jacqueline Elsas, Michelle Glennon, Georganne White, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was Margaret Hartough.

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 meeting of November 17, 2022, seconded by Ms. White and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$192,666.80, page 4308, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$197,435.72, page 4309, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$131,669.03, page 4310, seconded by Mrs. Elsas and unanimously carried.

C. Payroll Register

Mrs. Elsas moved to approve payroll of \$196,390.99, page 2344, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$193,112.38, page 2345, seconded by Ms. White and unanimously carried.

D. Review of Monthly Expenditures

E. Review of Statistical Summary

VII. COMMUNICATIONS

No Communications to Report

VIII. DIRECTOR'S REPORT

Administration

Staff who were unable to attend either of the *Workplace Violence Prevention* programs held at the Northport building, SCLS, or another Suffolk County Public Library have been assigned an online course through Safety Schools. Trainings are important safety and communication components for staff and some are even state mandated.

Suffolk County Community Policing Officers (COPE) met with Administration and the Head of Adult and Teen Services to discuss issues pertaining to the local under-housed population.

Adult and Teen Services

Sixty patrons recounted *The Automat*, a lost history of the iconic restaurant chain, which served affordable food to millions of New Yorkers and Philadelphians for more than a century. This documentary featured interviews with Mel Brooks, Ruth Bader Ginsburg, Colin Powell, and Elliott Gould illustrating how the company both served the public great food and at the same time treated its employees with fairness and integrity. Patrons also had an opportunity to meet the film's director, Lisa Hurwitz, who spent eight years interviewing dozens of celebrities and former employees and visiting far-flung places where collectors hoard the surviving remnants of the once spectacular Automat restaurants.

A recent meeting with the school district's *Special Education Parent Teacher Association (SEPTA)* has resulted in additional class visits to the library. Staff are also working with the school district librarians to plan the first joint librarians meeting since March 2020.

Buildings and Grounds

The East Northport building front door was damaged by a windstorm cracking the glass. A replacement piece of glass was fabricated and has been installed.

Drainage issues have caused the pavers in the Northport Library Courtyard to settle. The pavers on the upper level will be removed, trench drains added, and new pavers installed.

Children and Family Services

Four Kindergarten classes from Fifth Avenue School visited the East Northport building and received a bilingual tour thanks to our Branch Librarian.

Our library was the winner of the Golden Ticket from *Mid America Books*. We were gifted an entire box of items valued at approximately one thousand dollars. These items will be added to the collection in both children's and teen areas.

The year will be wrapped up with the return of the popular *Unwrap a Good Book* display. In support of our sustainability initiative, the brown paper from our many deliveries will be used to wrap many of these surprise reads.

Community Services

Medicare Basics was presented to 40 patrons who wanted a better understanding of Medicare—Parts A, B, C & D—and the options available. A volunteer from Retired Senior Volunteer Program (RSVP) Suffolk led the presentation and the Health Insurance Information Counseling & Assistance Program (HIICAP) was also discussed.

A Master Gardener from *Cornell Cooperative Extension of Suffolk County* helped 30 patrons make their houseplants happier by discussing how to keep them looking their best year-round. Attendees learned tips for optimal care and maintenance, including recognizing possible pests.

AARP Tax Aide will be returning in February 2023. Volunteer tax preparers will meet, by appointment, with patrons to assist in filing their income taxes online.

Network and Systems

Expiration of current leases necessitated replacements of the Xerox copiers/printers in the staff areas resulting in new machines and a cost savings.

IX. PERSONNEL REPORT

Mrs. Elsas moved to approve “B. New Employees” in the personnel report, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve “C. Resignations” in the personnel report, seconded by Ms. White and unanimously carried.

Ms. White moved to approve “D. Retirement” 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 “B. New Employees” in the personnel report addendum, seconded by Ms. White and unanimously carried.

X. APPROVAL TO PRESENT PROPOSED LIBRARY BUDGET 2023/2024 TO THE COMMUNITY ON APRIL 4, 2023

Mrs. White moved to present proposed library budget 2013/2024 to the Community on April 4, 2023, seconded by Mrs. Elsas and unanimously carried.

XI. APPROVAL OF TRUSTEE EDUCATION POLICY

Mrs. Elsas moved to approve Trustee Education Policy (see attached), seconded by Mrs. Glennon and unanimously carried.

XII. OTHER BUSINESS

No other business to report.

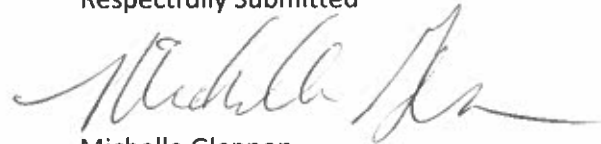
FUTURE MEETINGS

Thursday, January 12, 2023	10:00am	Regular Board Meeting
Thursday, February 16,2023	10:00am	Regular Board Meeting

XII. ADJOURNMENT

Ms. White moved to adjourn meeting at 12:40 pm, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted



Michelle Glennon
Secretary



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Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, December 15, 2022, 11:00 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. Approval to present proposed Library Budget 2023/2024 to the Community on April 4, 2023 (Motion required)
- XI. Approval of Trustee Education Policy (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:
Thursday, January 12, 2023, 10:00 AM – Regular Board Meeting
Thursday, February 16, 2023, 10:00 AM – Regular Board Meeting
- XIV. Adjournment

**LIBRARY BOARD MEETING
DECEMBER 15, 2022**

ACCOUNTS PAYABLE

4308 11/23/22	\$192,666.80	One Hundred & Ninety Two Thousand Six Hundred and Sixty Six Dollars & Eighty Cents
4309 12/07/22	\$197,435.72	One Hundred & Ninety Seven Thousand Four Hundred and Thirty Five Dollars & Seventy Two Cents
4310 12/15/22	\$131,669.03	One Hundred & Thirty One Thousand Six Hundred and Sixty Nine Dollars & Three Cents

PAYROLL REGISTER

2344 11/25/22	\$196,390.99	One Hundred and Ninety Six Thousand Three Hundred and Ninety Dollars & Ninety Nine Cents
2345 12/09/22	\$193,112.38	One Hundred and Ninety Three Thousand One Hundred and Twelve Dollars & Thirty Eight Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
December 15, 2022

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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Vagnon Bamba	Page/\$15.30 hr.	Adult & Teen Svcs	12/19/22-01/14/23
Michelle Costa	PT Librarian I Trainee	Children & Family Svcs	01/03/23

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Donna Babbich	Page/\$15.30 hr.	Children & Family Svcs	12/06/22
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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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James Plath	PT Librarian I/Step 13	Children & Family Svcs	12/20/22
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E. Other

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

Francesca DeRosa	Page/\$15.30 hr.	Adult & Teen Svcs	12/23/22-01/02/23
Sophia LoCascio	Cafe Worker/\$15.80 hr.	Community Services	01/02/23-01/22/23
Barbara Minogue	Café Worker/\$15.80 hr.	Community Services	01/21/23-01/29/23

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
December 15, 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>
	Kristen Mucha	PT Librarian I/Step 1	Children & Family Svcs	12/16/2022
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>

Report approved by Board of Trustees 
Secretary



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Trustee Education Policy

Purpose

The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-D which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the System Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
 - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

Adopted 12/15/22

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Conference and Travel Policy. All continuing education requesting reimbursement must be pre-approved by the Library Board.

Self-Assurance of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature

Date