

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF December 19, 2024

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 19, 2024.

I. CALL TO ORDER

President Carolyn McQuade called the meeting to order at 11:30 am. Also present were Margaret Hartough, Jacqueline Elsas, Michelle Glennon, Lisa Herskowitz, and Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Herskowitz moved to approve minutes of meeting of November 21, 2024, as amended, seconded by Mrs. Hartough and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$210,198.20, page 4387, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$219,344.07, page 4388, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$112,313.00, page 4389, seconded by Mrs. Herskowitz and unanimously carried.

B. Payroll Register

Mrs. Herskowitz moved to approve payroll of \$221,368.92, page 2398, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$220,528.40, page 2399, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

No Communications to Report

VIII. DIRECTOR'S REPORT

Administration

All staff have been sent a test message from our emergency communication system to verify their contact information is up-to-date.

Department Heads have discussed with their staff to enroll as a *Library Champions* with the *New York Library Associations* to support in its state-wide advocacy efforts.

Adult and Teen Services

A *Veterans Resource Fair* connected 82 attendees with more than 20 organizations.

The first session of *Friday Night Board Game Meet Up* provided a great opportunity for patrons to socialize and have fun while learning new games.

Buildings and Grounds

The stars and moon once again light the columns of the children's room in Northport. These complement the ceiling design as well as provide a very special connection to a dedicated space in our Library Courtyard.

The signage on the exterior of the East Northport building has been repainted and new handrails have been installed at the Larkfield Road entrance to the building.

Children and Family Services

Over eighty patrons attended our *Moana Party* to celebrate the release of the new *Moana* movie with a visit from their favorite Polynesian princess. The party featured a storytime, sing-along, dancing, crafts, and games.

The staff are maximizing their newfound storage space provided by the media cabinet in the Northport Cove.

Community Services

The *Playbills Throughout the Years* traveling exhibit is at the Hauppauge Public Library for the month of December. Next stops will be Westhampton in January and Comsewogue in February.

The *Dedications*, led by singer John Zollo, performed '50's and '60's harmony, rock and roll, and ballads, as well as classic rock of the '70s and '80s, to 94 patrons in attendance.

Thirty gardeners joined a presentation by *ReWild Long Island* to learn how to strategically use fall leaves to support wildlife and protect tender plants, and also follow best practices for pruning.

Dr. Allison McGovern presented to 25 patrons how archaeology has contributed to documenting Long Island's ancient Native American past. Referencing data from archaeological investigations on Long Island, she discussed how Native American artifacts have been collected by amateur and professional archaeologists through time, and how the process of collecting has framed the general public's understanding of indigenous histories on Long Island.

Customer Service and Materials Management

A review of the number of backordered items is resulting in a shift in purchasing to other book wholesalers.

Our staff devised a workaround to allow patrons to place holds on items that have been ordered but not yet received. This solution makes the new Vega interface more efficient in meeting patron expectations for new items.

The head of the department has been invited to join an influential county-wide committee that provides technical guidance and suggestions for enhancements to the county's catalog.

Network and Systems

After learning that our current museum pass management software provider was going out of business, staff formed a team to select a replacement and find solutions to address patron requests during a period of transition to a new provider.

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 "E. Other" in the personnel report, seconded by Mrs. Herskowitz and unanimously carried.

Mrs. Herskowitz moved to approve "A. Salary Increases" in the personnel report addendum, seconded by Mrs. Hartough and unanimously carried.

X. APPROVAL TO PRESENT PROPOSED LIBRARY BUDGET 2025/2026 TO THE COMMUNITY ON APRIL 8, 2025

Mrs. Hartough moved to approve presenting proposed Library Budget 2025 /2026 to the Community on April 8, 2025, seconded by Mrs. Elsas and unanimously carried.

XI. REVISION OF REMOTE ACCESS POLICY

To be discussed at next month's meeting.

XII. REVISION OF STAFF COMPUTER USE POLICY

To be discussed at next month's meeting.

- XIII. REVIEW AND DISCUSSION OF BID PROPOSALS FOR RESTROOM REPLACEMENT PROJECT**
Mrs. Elsas moved to approve Bid Proposal for Restroom Replacement Project, (see attached) seconded by Mrs. Glennon and unanimously carried.
- XIV. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS STAFF CONTRACT NEGOTIATIONS**
Mrs. Glennon moved to convene to Executive Session to discuss staff negotiations, seconded by Mrs. Herskowitz and unanimously carried.
Mrs. Herskowitz moved to exit Executive Session and return to regular meeting, seconded by Mrs. Hartough and unanimously carried.
- XV. OTHER BUSINESS**
Donations are anticipated in Memory of Margaret Frith, President of Penguin/Putnam Children's books.
- XVI. DATES OF FUTURE MEETINGS**
- | | | |
|-----------------------------|---------|-----------------------|
| Thursday, January 23, 2025 | 10:00am | Regular Board Meeting |
| Thursday, February 13, 2025 | 10:00am | Regular Board Meeting |
- XVII. ADJOURNMENT**
Mrs. Hartough moved to adjourn meeting at 12:30pm seconded by Mrs. Elsas 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, December 19, 2024, 11:00 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. Approval to present proposed Library Budget 2025/2026 to the Community on April 8, 2025 (Motion required)
- XI. Revision of Remote Access Policy (Motion required)
- XII. Revision of Staff Computer Use Policy (Motion required)
- XIII. Review and discussion of Bid Proposals for Restroom Replacement Project (Motion required)
- XIV. Motion to convene in Executive Session to discuss staff contract negotiations (Motion required)
- XV. Other Business
- XVI. Date of next library board meetings:
Thursday, January 23, 2025, 10:00 AM – Regular Board Meeting
Thursday, February 13, 2025, 10:00 AM – Regular Board Meeting
- XVII. Adjournment

**LIBRARY BOARD MEETING
DECEMBER 19, 2024**

ACCOUNTS PAYABLE

4387 11/20/24	\$210,198.20	Two Hundred & Ten Thousand One Hundred and Ninety Eight Dollars & Twenty Cents
4388 12/5/24	\$219,344.07	Two Hundred & Nineteen Thousand Three Hundred & Forty Four Dollars & Seven Cents
4389 12/19/24	\$112,313.00	One Hundred & Twelve Thousand Three Hundred & Thirteen Dollars & Zero Cents

PAYROLL REGISTER

2398 11/22/24	\$221,368.92	Two Hundred & Twenty One Thousand Three Hundred and Sixty Eight Dollars & Ninety Two Cents
2399 12/6/24	\$220,528.40	Two Hundred and Twenty Thousand Five Hundred and Twenty Eight Dollars & Forty Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
December 19, 2024

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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Nick Crafa	Page/\$16.00 hr.	Children & Family Svcs	12/19/24-01/20/25
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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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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 & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Request for Leave of Absence

Joseph DeRosa	Page	Adult & Teen Svcs	12/21/24-01/01/25
Barbara Minogue	Café Worker	Community Services	01/25/25-02/02/25

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT ADDENDEM

Approval of the Following Personnel Matters
December 19, 2024

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Elizabeth Aitken	Page/\$16.50 hr.	Adult & Teen Svcs	01/04/25
Aaron Colonna	Page/\$16.50 hr.	Children & Family Svcs	01/04/25
Nick Crafa	Page/\$16.50 hr.	Children & Family Svcs	01/04/25
Elyse Farabaugh	Page/\$16.50 hr.	Adult & Teen Svcs	01/04/25
Jack Heaviside	Page/\$16.50 hr.	Adult & Teen Svcs	01/04/25
Nicolas Mancino	Page/\$16.50 hr.	Children & Family Svcs	01/04/25
Alina Mendonis	Page/\$16.50 hr.	Children & Family Svcs	01/04/25
Sophie Novello	Page/\$16.50 hr.	Adult & Teen Svcs	01/04/25
Regan Sofarelli	Page/\$16.50 hr.	Children & Family Svcs	01/04/25
Shannon Weisman	Page/\$16.50 hr.	Adult & Teen Svcs	01/04/25

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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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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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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Report approved by Board of Trustees


Secretary



John Tanzi
ARCHITECTS

December 17, 2024

Northport - East Northport Public Library
151 Laurel Avenue
Northport, New York 11768

Attn: Board of Trustees

Re: **Northport - East Northport Public Library
Northport Building
Restroom Renovation Project**

**Contractor Recommendation
Pioneer Construction Co of Northport, Inc.**

Board of Trustees,

I have reviewed the bid packages that were received and had a post-bid discussion with Chris Penders, Treasurer of **Pioneer Construction Co of Northport, Inc.** (Low Bidder) to review their understanding of the project scope and their bid amount. They have acknowledged the full scope of this project and I find them qualified to perform this contract.

We recommend that **Pioneer Construction Co of Northport, Inc.** be awarded the Restroom Renovation Project Contract for the **Total Contract Amount of \$289,000.00**. If you concur, let me know and I will get the ball rolling for the award process.

Sincerely,

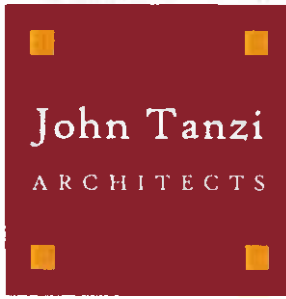


John A. Tanzi, AIA
Principal

John Tanzi Architects

Architecture | Engineering | Interiors

129 Main Street - Unit 620, Stony Brook, New York 11790
631-751-0108 www.jtarchitects.net



Official Bid Results

Date: December 12, 2024 – 2:00pm
Project: Northport – East Northport Public Library – Northport Building Restroom Renovations Project

Bidder	Total Bid Amount	
HF Construction Enterprises LLC	\$268,000.00	Withdrawn
Pioneer Construction Co of Northport, Inc.	\$289,000.00	
ACL Construction Corp.	\$300,300.00	
Preferred Construction, Inc.	\$328,000.00	
Irwin Contracting, Inc.	\$336,000.00	
Fidele Construction, Inc	\$338,000.00	
Stalco Construction, Inc	\$340,000.00	
Austin Interiors, Inc	\$343,500.00	
Sage Builders Syndicate, Inc.	\$360,334.00	

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XIII. Restroom Replacement Project
(Motion required)

WHEREAS at the bid opening for the Building and Site Repairs at the Northport-East Northport Public Library (Restroom Replacement Project) on December 12, 2024 bid was received from nine companies, and

WHEREAS John Tanzi Architects, has reviewed the bids and the bid packets, and based on the bid details from the information provided, has determined Pioneer Construction Co. of Northport, Inc. to be the apparent lowest responsible bidder and has recommended the library award the contract to Pioneer Construction Co. of Northport, Inc., and

THEREFORE, the Board of Trustees resolved to award the contract to Pioneer Construction Co. of Northport, Inc. for the base bid in the amount of two hundred eighty nine thousand dollars (\$289,000).