

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING JUNE 22, 2017

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, June 22, 2017.

I. CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:17am. Also present were Jacqueline Elsas, Georganne White, Judith Bensimon, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Ms. White moved to approve the minutes of May, 18, 2017, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$185,988.55, page 4082, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$263,815.72, page 4083, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$245,915.30, page 4084, seconded by Ms. White and unanimously carried.

Mrs. White moved to approve warrant for \$39,838.50, page 4085, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$190,957.16, page 4086, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$5,910.64, page 4087, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$183,970.74, page 2187, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$182,804.70, page 2188, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$187,715.24, page 2189, seconded by Mrs. Hartough and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

Mr. Olney read of letter of resignation from employee Diane DeMartino

VIII. DIRECTOR'S REPORT

**Administration**

Available patron space continues to be at a premium encouraging more creative use of existing space. Frequently the gallery in Northport is full and well as the reading room in East Northport. We continue to proactively look for areas that can be reconfigured for use by individuals and small groups.

The walkways connecting the parking lot in Northport with June Avenue were becoming difficult to navigate. The pavers had settled, the barberry bushes were encroaching upon the path, and there was no handrail to support pedestrians. New concrete pads have been poured and the bushes have been trimmed aggressively as we await the installation of new handrails.

The library's disaster plan has been completed providing an easy-to-read guide for staff to reference during multiple emergency scenarios.

**Buildings and Grounds**

In conjunction with the refinishing of the reading room tables in Northport the built-in lamps are being converted to LED and the tabletop electrical connections are being upgraded to provide additional outlets and USB charging ports.

New smooth-top meeting room tables have replaced the heavily-used tables in both buildings. The best of the old tables were kept for use at outdoor festivals and the remaining were given to the Suffolk Cooperative Library System to be added to the Lending Library.

**Network & Systems**

The display table in Northport is again featuring a 3D Printer and scanner which are on loan from the Suffolk Cooperative Library System. In preparation for a similar display in East Northport and in the Children's Room to compliment this year's Summer Reading Club theme: Build a Better World, we have purchased a 3D printer for the library.

**Circulation**

The Suffolk Cooperative Library System cautioned overriding Innovative settings to perform custom services. In light of this, billing notices for long overdue items will no longer be mailed to patrons with email addresses. Bills will be sent via email, just like the standard overdue notices.

Enhanced restrictions have been placed on the creation of library card passwords. New passwords must now meet a series of guidelines that are considered important for the creation a strong password.

**Community Services**

Northport Plays, Inc. presented "Taste of the Fest," a selection of short one-act plays from the 8th Annual Northport One-Act Play Festival which took place at St. Paul's United Methodist Church. Forty-five patrons were in the audience to enjoy the performances and take part in a talk with the playwrights, directors, and casts.

An informative nature program explored the life of Long Island's monarch butterflies and the plants that provide their nourishment. Award-winning writer, conservationist, and lecturer John Potente presented photographs, videos, and stories to illustrate the wonderful ecology between butterflies and plants to 32 patrons.

Seventy-one patrons enjoyed an afternoon of laughs provided by the Clean Comedy All Stars. They featured several standup comedians who are regulars on the Long Island circuit.

The Library was one of the more than 70 organizations that packed the Northport VA Medical Center gymnasium to attend Stand Down, a program to fight veteran homelessness.

The Friends of the Library have agreed to sponsor two new museum passes, The New York City Transit Museum in Brooklyn and the Holocaust Memorial and Tolerance Center of Nassau County in Glen Cove.

**Adult and Teen Services**

This year's Beach Bag Books program launch was on Memorial Day at our three local town beaches. The Beach Bag Books program was also featured in a Newsday story this past weekend.

A first-time evening offering, in response to patron requests, of the Civil Service Workshop was attended by 71 job-seekers.

The Joseph P. Dwyer Veterans Peer Support Project provides counseling on the first Wednesday each month, in alternating buildings, so that veterans can learn about the services available for them and their families.

**Children and Family Services**

The spring session of our Road to Reading series has come to an end with 1,906 patrons participating.

The Children and Family Services staff conducted library tours and storytimes for all kindergarteners attending Ocean Avenue and Fifth Avenue Schools. Preschoolers from Island Kids, Northport Nursery, Northport Christian, and Magic Circle attended storytimes either in the library or in their classrooms.

Based on the positive feedback from the Brown Bear Scavenger Hunt an Emoji Scavenger Hunt was created using 15 silly yellow face clings that were hidden throughout the Children's Room.

**IX. PERSONNEL REPORT**

Mrs. Elsas moved to approve "A. Salary Increase" in the personnel report, seconded by Ms. White and unanimously carried.

Ms. White move to approve "B. New Employees" in the personnel report, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve "C. Resignations" in the personnel report, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve "D. Retirements" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

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

Ms. White moved to approve "D. Retirements" in the personnel report addendum, seconded by Mrs. Bensimon, and unanimously carried.

Mrs. Bensimon moved to approve "E. Other" in the personnel report addendum, seconded by Mrs. Hartough and unanimously carried.

- X. REVISION OF NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY INVESTMENT POLICY 2017/2018  
Mrs. Hartough moved to approve revision of the Northport-East Northport Public Library Investment Policy 2017/2018, seconded by Mrs. Elsas and unanimously carried.
- XI. REVISION OF PERSONNEL POLICIES  
Mrs. Elsas moved to approve revision of personnel policies, seconded by Ms. White and unanimously carried.
- XII. ELECTION OF SCLS BOARD OF TRUSTEE REPRESENTATIVE FOR THE TOWNS OF HUNTINGTON AND SMITHTOWN  
Mr. Olney provided ballots to the Trustees for election of SCLS Board of Trustee Representative for the towns of Huntington and Smithtown.
- XIII. OTHER BUSINESS  
Mr. Olney informed the Board of a Trustee Workshop to be held at SCLS in October.
- XIV. DATES OF FUTURE MEETINGS  
Thursday, July 20, 2017, 9:30am - Annual Reorganizational Meeting  
11:00am - Regular Board Meeting  
12:00noon Staff Recognition Ceremony and Luncheon
- XV. ADJOURNMENT  
Mrs. Elsas moved to adjourn the regular meeting at 11:58am, seconded by Ms. White and unanimously carried.

Respectfully submitted,



Margaret Hartough

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, June 22, 2017, at 10:00 AM** in the Board Conference Room.

## REVISED AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Revised 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. Revision of Northport-East Northport Public Library Investment Policy 2017/2018 (Motion required)
- XI. Revision of Personnel Policies (Motion required)
- XII. Election of SCLS Board of Trustees Representative for the Towns of Huntington and Smithtown
- XIII. Other Business
- XIV. Date of next library board meeting:  
Thursday, July 20, 2017, 9:30 AM – Annual Reorganizational Meeting  
11:00 AM – Regular Board Meeting  
12:00 Noon – Staff Recognition Ceremony and Luncheon
- XV. Adjournment

**LIBRARY BOARD MEETING  
JUNE 22, 2017**

**ACCOUNTS PAYABLE**

<b>4082 5/17/17</b>	<b>\$ 185,988.55</b>	<b>One Hundred Eighty Five Thousand, Nine Hundred Eighty Eight Dollars, &amp; Fifty Five Cents</b>
<b>4083 5/31/17</b>	<b>\$ 263,815.72</b>	<b>Two Hundred Sixty Three Thousand, Eight Hundred Fifteen Dollars, &amp; Seventy Two Cents</b>
<b>4084 6/22/17</b>	<b>\$ 245,915.30</b>	<b>Two Hundred Forty Five Thousand, Nine Hundred Fifteen Dollars, &amp; Thirty Cents</b>
<b>4085 6/15/17</b>	<b>\$ 39,838.50</b>	<b>Thirty Nine Thousand, Eight Hundred Thirty Eight Dollars, &amp; Fifty Cents</b>
<b>4086 6/14/17</b>	<b>\$ 190,957.16</b>	<b>One Hundred Ninety Thousand, Nine Hundred Fifty Seven Dollars &amp; Sixteen Cents</b>
<b>4087 6/23/17</b>	<b>\$ 5,910.64</b>	<b>Five Thousand, Nine Hundred Ten Dollars &amp; Sixty Four Cents</b>

**LIBRARY BOARD MEETING  
JUNE 22, 2017**

**PAYROLL REGISTER**

<b>2187 5/19/17</b>	<b>\$ 183,970.74</b>	<b>One Hundred Eighty Three Thousand, Nine Hundred Seventy Dollars, &amp; Seventy Four Cents</b>
<b>2188 6/2/17</b>	<b>\$ 182,804.70</b>	<b>One Hundred Eighty Two Thousand, Eight Hundred Four Dollars, &amp; Seventy Cents</b>
<b>2189 6/16/17</b>	<b>\$ 187,715.24</b>	<b>One Hundred Eighty Seven Thousand, Seven Hundred Fifteen Dollars, &amp; Twenty Four Cents</b>



**PERSONNEL REPORT**  
**ADDENDUM**  
Approval of the Following Personnel Matters  
June 22, 2017

<b>A. Salary Increase</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
<b>B. New Employees</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
<b>C. Resignations</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
<b>D. Retirement</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
	Diane DeMartino	Library Clerk/Step 10	Circulation – Npt	07/01/17
<b>E. Other</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
	<b>Promotion</b>			
	Michelle Athanas	Librarian II/Step 7	Adult & Teen Services	07/03/17

Report approved by Board of Trustees

  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
June 22, 2017

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Charles Bravo	Guard/\$ 18.69 hr.	Security	07/10/17
Vincent Catalano	Guard/\$ 20.99 hr.	Security	07/10/17
James Grillo	Guard/\$ 20.49 hr.	Security	07/10/17
Robert Norwood	Guard/\$ 19.99 hr.	Security	07/10/17
Efrain Pena	Guard/\$ 19.09 hr.	Security	07/10/17
Peter Perotti	Guard/\$ 19.09 hr.	Security	07/10/17
Jeffrey Poeira	Guard/\$ 18.69 hr.	Security	07/10/17
Salvatore Rapisardi	Guard/\$ 24.01 hr.	Security	07/10/17
Charles Sentowski	Guard/\$ 22.20 hr.	Security	07/10/17
Luigi Suriano	Guard/\$ 20.99 hr.	Security	07/10/17
Florence Gorman	Café Worker/\$ 13.00 hr.	Community Services	07/10/17
Jill Krahel	Café Worker/\$ 12.50 hr.	Community Services	07/10/17
John Souto	Café Worker/\$ 13.75 hr.	Community Services	07/10/17
Mary Ann Morrisroe	Page/\$ 12.50 hr.	Circulation – EN	07/10/17
Lisa Oliveri	Page/\$ 10.50 hr.	Children & Family – NPT	07/10/17
Patricia Welsh	Page/\$ 11.75 hr.	Circulation – EN	07/10/17

**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Nicholas Lembo	Page/\$ 10.00 hr.	Children & Family – NPT	06/23/17
Mark Testa	Guard/\$ 17.49 hr.	Security	06/23/17
Trever Koulermos	Page/\$ 10.00 hr.	Circulation – NPT	07/06/17
Hunter Chin	Page/\$ 10.00 hr.	Circulation – NPT	07/10/17
Melanie Schatz	Page/\$ 10.00 hr.	Children & Family – EN	07/10/17

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Sophie Testa	Page/\$ 10.00 hr.	Children & Family – NPT	06/20/17
Joséphine Amorim	Page/\$ 10.00 hr.	Children & Family – EN	06/27/17

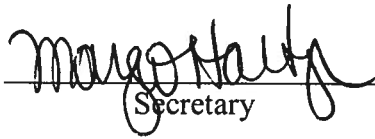
**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Maryellen Bross	Library Clerk/Step 14	Circulation	07/01/17

**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
<b>Request for Leave of Absence</b>			
Sarah Jampol	Page/\$ 10.00 hr.	Circulation – NPT	07/05/17 – 07/15/17

Report approved by Board of Trustees

  
Secretary

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**INVESTMENT POLICY**  
2016/2017

**I. SCOPE**

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

**II. OBJECTIVES**

The primary objectives of the Northport-East Northport Public Library's investment activities are, in priority order,

- to conform with all applicable federal, state, and other legal requirements,
- to adequately safeguard principal,
- to provide sufficient liquidity to meet all operating requirements, and
- to obtain a reasonable rate of return.

**III. DELEGATION OF AUTHORITY**

The Northport-East Northport Public Library Board of Trustees' responsibility for administration of the investment program is delegated to the Director of the Library who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

**IV. INVESTMENT PROCEDURES**

These investment procedures apply to all monies and other financial resources available for investment by the Northport-East Northport Public Library in compliance with the Northport-East Northport Public Library Investment Policy. The Northport-East Northport Public Library policy is to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Such procedures include an adequate internal control structure to provide a satisfactory level of accountability based on reports incorporating description and amounts of investments, transaction dates, and other relevant information provided to the Board of Trustees on a monthly basis.

Investments will be managed to meet liquidity needs for the current month plus one month based on forecasted needs. Within the provisions of the Northport-East Northport Investment Policy every effort will be made to maximize return on investments through rate comparisons with consideration to locality of institution and past business practices.

V. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Northport-East Northport Public Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial decisions.

VI. DIVERSIFICATION

It is the policy of the Northport-East Northport Public Library to diversify its deposits and investments by financial institutions, by investment instrument, and by maturity scheduling.

VII. INTERNAL CONTROLS

It is the policy of the Northport-East Northport Public Library for all monies collected by any officer or employee of the Northport-East Northport Public Library to transfer those funds to the Accounting Clerk within two (2) days of deposit, or within the time period specified in law, whichever is shorter.

The Director of the Library is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

VIII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for deposits and investment of Northport-East Northport Public Library monies up to the maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>
First National Bank of L.I.	\$4,000,000.00
HSBC	\$1,500,000.00
Capital One Bank	\$1,000,000.00
Empire National Bank	\$1,000,000.00

## IX. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law Section 10 all deposits of the Northport-East Northport Public Library including certificates of deposit and special time deposit, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value” as provided by General Municipal Law section 10, equal to the aggregate amount of excess deposits.
2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the Northport-East Northport Public Library for a term not to exceed ninety (90) days with an aggregate value equal to one hundred and forty percent (140%) of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk based capital requirements.
3. By an eligible surety bond payable to the Northport-East Northport Public Library for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
4. Secured by an “irrevocable letter of credit” issued by a Federal Home Loan Bank (FHLB) whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, accept such letter of credit payable to the Northport-East Northport Public Library as security for the payment of one hundred percent (100%) of the aggregate amount and the agreed upon interest, if any.

## X. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by a depository and/or third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Northport-East Northport Public Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Northport-East Northport Public Library to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Northport-East Northport Public Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Northport-East Northport Public Library, will be kept separate

and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be comingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Northport-East Northport Public Library a perfected interest in the securities.

#### XI. PERMITTED INVESTMENTS

As authorized by General Municipal Law, Section 11, the Northport-East Northport Public Library authorizes the Director of the Library to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of Deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Cooperative investment program established in accordance with Article 5G of the New York State General Municipal Law, as amended, and Article 3A of the General Municipal Law (Chapter 623 of the Laws of 1998);
- Qualified Reciprocal Deposit Program as allowed under Chapter 128 of NYS Laws of 2012 amended sections 10 and 11 of the General Municipal Law; and
- Repurchase Agreements involving the purchase and sale of direct obligations of the United States.

All investment obligations shall be payable or redeemable to the option of the Northport-East Northport Public Library, within such time as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Northport-East Northport Public Library within two years of the date of purchase.

#### XII. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Northport-East Northport Public Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Northport-East Northport Public Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director of the Library is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners, and custodians. Such listing shall be evaluated at least annually.

### XIII. PURCHASE OF INVESTMENT

The Director of the Library is authorized to contract for the purchase of investments:

1. Directly from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the Northport-East Northport Public Library shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or repayment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Northport-East Northport Public Library by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the Northport-East Northport Public Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Northport-East Northport Public Library a perfected interest in the securities.



# PERSONNEL POLICIES

## NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

The Board of Trustees of the Northport-East Northport Public Library recognizes that good personnel administration is concerned with the welfare of employees. Effectively administered, such policy will result in job satisfaction and harmonious relationships between administration and employees. In order to maintain the high quality of library service in the community, it is the prerogative of the Board of Trustees of the Northport-East Northport Public Library to revise and amend these Personnel Policies when necessary.

Adopted December 1969  
Amended July 18, 1990  
Amended January 15, 1991  
Amended May 29, 1991  
Amended July 18, 1991  
Amended January 16, 1992  
Amended April 14, 1992  
Amended June 16, 1992  
Amended March 25, 1993  
Amended May 20, 1993  
Amended June 17, 1993  
Amended July 22, 1993  
Amended September 21, 1993  
Amended June 21, 1994  
Amended February 15, 1996  
Amended March 20, 1997  
Amended August 19, 1999  
Amended June 22, 2017

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## PERSONNEL PROCEDURES

### Recruitment

The appointment of staff members is based on merit and made under operating procedures established by the Commissioner of Education, State of New York, the Suffolk County Civil Service Commission, and the Board of Trustees of the Northport-East Northport Public Library.

There shall be no discrimination because of an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, familiar status, marital status, or domestic violence victim status, to refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

### Hiring Procedures

When the application meets the qualifications required for the position and an offer is made, that offer may be contingent upon a drug test and/or a background check.

Employees shall be on probation for the first six months of employment; with satisfactory performance, the employee shall become a permanent staff member at the end of the probationary period. Part-time positions are probationary for five years.

### Personal Conduct

Employees are expected to be cooperative and courteous to their fellow employees and to the public.

### Performance Evaluation

Periodic evaluations may be done as follows:

New Employees: 1) Two to three months after initial appointment, 2) prior to six months in position, in-depth evaluation, 3) annually thereafter.

Termination Evaluation: An in-depth evaluation will be done of any staff member leaving library employment.

Employees will be given an opportunity to discuss their evaluation with their supervisor. The evaluation will then be submitted to the Director for review. The Director will review all written evaluations, and each employee will be given the opportunity to discuss evaluations in confidence with the Director.

## Promotions

The library is not obligated to promote from within. Whenever possible, promotions are made from within the ranks of the library's employees after consultation with the supervisor in whose department the vacancy exists. Seniority as such is not the basis of promotion. Promotions are based on ability, attitude, prior performance, appropriate experience, and successfully meeting the necessary Civil Service qualifications. Final decision on filling vacancies rests with the Director and the Board of Trustees.

When a position becomes available, it will be posted on the staff Bulletin Board.

## Sexual Harassment

The Board of Trustees recognizes its responsibility to ensure for its employees a working climate that is free from any sexual harassment.

Sexual harassment is defined by the Equal Opportunity Commission as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The Board of Trustees recognizes that sexual harassment is an unacceptable form of conduct which undermines the integrity of the employment relationship. An employee who is found guilty of sexual harassment in the library as defined above or by any other applicable statute or regulation, including, but not limited to, New York Human Rights Law and Civil Rights Law, will be subject to serious disciplinary action.

Individuals who feel they have been the objects of sexual harassment should advise their supervisor, their EAP staff representative, or the Administration.

## Access to Library Building

Employees should restrict their use of work areas to the hours when they are scheduled to work and when the building is officially opened.

## SCHEDULES

### Assignments

An employee can be assigned to either building and/or to any department as best suits the needs of the Library. Every effort is made to assign employees to work which is best suited to their abilities. If employees feel that they are not suited to the work assigned to them, they may request reassignment to another department. Before making application for reassignment with the Director, employees should first discuss the desire to be reassigned with their supervisor.

It is the intention of the Board that no part-time employee will be scheduled to work more than 29 hours per week.

### Lunch and Work Breaks

Employees who work a seven hour day take their meal period of up to one hour each day on their own time. The seven hour day shall include two 15 minute work breaks. Employees who work a partial day are given a 15 minute work break if their working time is four or more hours.

## STAFF DEVELOPMENT & CONTINUING EDUCATION

### Meetings & Conferences

By keeping itself and its staff accurately informed, the Board of Trustees can make effective decisions regarding the course that the library will follow in providing modern, efficient library service to the community. Therefore, attendance at conferences and in-service training programs is encouraged. Attendance at any conference or in-service training must be approved in advance by the Director. Provisions for time and expense will be made.

### Bulletin Board

There is a bulletin board in the Staff Lounge at both Northport and East Northport buildings for employee notices of meetings, tests, etc.

## STANDARD BENEFITS

### Extended Sick Benefits

The Board may offer extended long-term sick benefits at 50% of salary after all sick time and disability benefits have been exhausted. Such extensions will be based upon the recommendation of the Director, medical documentation, and Board approval. Such extended benefits shall not exceed 26 weeks.

### Director Deposit

Employees may have money from their bi-weekly paycheck directly deposited electronically to their savings or checking account at any institution which accepts direct deposits. They may elect to have direct deposits made into a maximum of three accounts.

## STANDARD WORK ENVIRONMENT

### Smoke Free Building

The Northport-East Northport Public Libraries are Smoke-Free buildings.

### Occupational Hazard Communications Standards (OSHA)

The Library meets the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) through a Hazard Communication Program providing 1) staff training; 2) Material Safety Data Sheets, and 3) labels on hazardous substance containers.

### Americans with Disabilities Act (ADA)

The Library does not discriminate in its hiring practices nor does it discriminate in its service policy to Americans with disabilities. Reasonable accommodation is made in every case possible.

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
POLICY ON PERIOD FOR PUBLIC EXPRESSION  
AT LIBRARY BOARD OF TRUSTEES MEETINGS**

Board meetings are for the conducting of library business and as required by the Open Meetings Law are open for observation by the public. They are not public hearings about library affairs. Under the Open Meetings Law provision for public participation is not required, though the Board sets aside a period for public expression in the agenda. In the interests of time and the effective conduct of business, individual public comment may be limited so that all members of the public attending a board meeting will have an equal opportunity speak. Under no circumstances shall an individual's opportunity for public expression exceed five minutes in length, unless by prior arrangement. Board members are not required to respond to questions or statements made during the public expression portion of the meeting.