

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING APRIL 18, 2019

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, April 18, 2018.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:00am. Also present were Jacqueline Elsas, Georganne White, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Bensimon moved to approve the agenda, seconded by Mrs. McGrail and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Ms. White moved to approve the minutes, as amended, of March 19, 2019, seconded by Mrs. Elsas and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$288,577.93, page 4159, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$203,650.70, page 4160, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$3,491.33, page 4161, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$176,268.40, page 4162, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$197,595.22, page 2239, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$198,010.93, page 2240, seconded by Mrs. McGrail and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

- VII. ACCEPTANCE OF RESULTS OF THE LIBRARY BUDGET VOTE AND ELECTION OF TRUSTEE
Ms. White moved to accept results of Library Budget Vote and Election of Trustee Jacqueline Elsas, (see attached).
- VIII. COMMUNICATIONS
No Communications to Report
- IX. DIRECTOR'S REPORT

Administration

Offices designated as safe rooms for staff to take shelter in an emergency are identified with our library logo within a triangle. These symbols help hide the peepholes installed in these doors and stand out to staff without alarming or disclosing their purpose to patrons.

The budget vote resulted in a 5.93:1 ratio of yes to no votes. Comparing these results with the other 34 libraries holding a budget vote in Suffolk County this month shows that our results had the third highest number of affirmative votes and the second highest voter turnout.

Construction bids for the retaining wall replacement are due today. The May newsletter will inform the community of the project and its impact on parking at the Northport building. The project schedule anticipates a completion in mid-August.

Buildings and Grounds

The condition of the ethylene propylene diene terpolymer membrane (EPDM) roofing on the Northport building has been inspected by a number of roofing companies. Consensus from these evaluations has been that the Northport building's more than 20 year old synthetic rubber roofing material is in good condition. To detect any unseen leaks recommendations are to perform an infrared scan to locate possible moisture beneath the roofing material.

The trees in the library courtyard have been trimmed in preparation for spring.

Network and Systems

Apache Guacamole, not a Native American dip, a software product that provides secure remote access to local desktops from outside a network is currently being tested. So far, this software has proven to be more stable than the new firewall's default method for remote access.

The Northport building's amplifier providing the public address system which enables announcements to be heard where telephones are not located had to be replaced. Intermittent periods of static and crackling lead us to the source of this problem.

Circulation

The annual expired patron card project was completed which resulted in approximately 1,800 records being purged for library cards that had expired more than three years ago. Almost 400 additional cards met this same criteria but showed activity which may be attributed to program registrations, downloading of materials, or accessing subscription databases. These patrons will be receiving courtesy calls to invite them to renew their cards.

Community Services

The library is adding 150 borrowing bags in anticipation of a summer demand and to replace some older bags that are wearing out.

Singer/songwriter Ed Ryan took 77 patrons on a musical trip to the Emerald Isle, performing Irish songs both traditional and contemporary and presenting them all with the lilt of Irish laughter at the East Northport building.

Eighty-one patrons were swinging into spring at the Northport building with the *Northport Jazz Band*, an 18-piece big band featuring classic tunes from the likes of Sinatra, Goodman, and Basie.

Adult and Teen Services

An Adult Services librarian attended a citizenship training to learn about the skills and knowledge required to pass the citizenship exam. The current philosophy is that candidates must be fully versed with the information and not just memorize rote facts. Training should incorporate U.S. history, civics, and the naturalization process as well as verbal, written, and computer skills.

A Caregiver Ambassador from *Parker Jewish Institute* had multiple patrons seeking assistance at once, necessitating a move to the tutorial room while a library staff member stayed in the lobby to provide informational handouts and queue additional waiting patrons.

Children and Family Services

One-hundred-seventy-four children participated in the "escaped animal" scavenger hunt. Seek and find activities are well liked and help to introduce new collections and areas of the library to young patrons.

Our library is one of 50 libraries in the country to be a part of a national tour of the traveling exhibition, *Thinking Money for Kids* sponsored by the *American Library Association* and *Financial Industry Regulatory Authority*. This interactive exhibit is designed to help children understand what money is, its function in society, money choices, and money values, such as fairness, responsibility and charitableness.

X. PERSONNEL REPORT

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

Mrs. Elsas moved to approve "C. Resignations" 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. McGrail and unanimously carried.

XI. REVISION OF RULES OF CONDUCT Ms. White moved to approve revisions of Rules of Conduct (see attached), seconded by Mrs. Elsas and unanimously carried.

XII. REVISION OF BULLETIN BOARD POSTING POLICY

Mrs. Elsas moved to approve revisions of Bulletin Board Posting Policy (see attached), seconded by Mrs. Bensimon and unanimously carried.

XIII. OTHER BUSINESS

Half Hollow Hills PTA Council honored Half Hollow Hills Librarian, Marge Hartough, for her dedication, passion and love for the community.


XIV. DATES OF FUTURE MEETINGS

Thursday, May 2, 2019	Special Board Meeting
Thursday, May 16, 2019	Regular Meeting
Thursday, June 20, 2019	Regular Meeting

XV. ADJOURNMENT

Ms. White moved to adjourn meeting at 11:35am, seconded by Ms. Elsas and unanimously carried.

Respectfully Submitted


Georganne White
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, April 18, 2019, at 10:00 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. Acceptance of results of the Library Budget Vote and Election of Trustee (Motion required)
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Revision of Rules of Conduct (Motion required)
- XII. Revision of Bulletin Board Posting Policy (Motion required)
- XIII. Other Business
- XIV. Date of next library board meetings:
Thursday, May 02, 2019 – Special Board Meeting
Thursday, May 16, 2019 – Regular Meeting
Thursday, June 20, 2019 – Regular Meeting
- XV. Adjournment

**LIBRARY BOARD MEETING
APRIL 18, 2019**

ACCOUNTS PAYABLE

4159 3/20/19	\$ 288,577.93	Two Hundred Eighty Eight Thousand, Five Hundred Seventy Seven Dollars, & Ninety Three Cents
4160 4/3/19	\$ 203,650.70	Two Hundred Three Thousand, Six Hundred Fifty Dollars, & Seventy Cents
4161 4/9/19	\$ 3,491.33	Three Thousand, Four Hundred Ninety One Dollars, & Thirty Three Cents
4162 4/18/19	\$ 176,268.40	One Hundred Seventy Six Thousand, Two Hundred Sixty Eight Dollars, & Forty Cents

PAYROLL REGISTER

2239 3/22/19	\$ 197,595.22	One Hundred Ninety Seven Thousand, Five Hundred Ninety Five Dollars, & Twenty Two Cents
2240 4/5/19	\$ 198,010.93	One Hundred Ninety Eight Thousand, Ten Dollars, & Ninety Three Cents

VII. Acceptance of results of Library Budget Vote and Election of Trustee
(Motion required)

I, CLAIRE J. SARSER, Clerk of the Special District Meeting of Northport-East Northport Public Library held on April 2, 2019, do hereby CERTIFY the following returns on the voting on the proposed Library Budget 2019/2020 and to elect a Library Trustee for a term of five years.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

PROPOSITION NO. 1:
PROPOSED LIBRARY BUDGET
 \$ 10,151,100

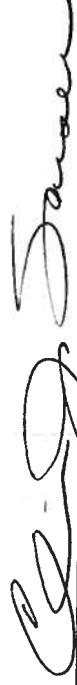
YES NO
 421 71

LIBRARY TRUSTEE

Jacqueline Elsas 453
 Joe Sabia (write in) 5
 Hannah Gross (write in) 1
 Susan Assante Kurtz (write in) 1
 Pat Naples (write in) 1
 Madam Fifi Down By The Railroad Station (write in) 1

TOTAL VOTES CAST FOR BUDGET 492

TOTAL VOTES CAST FOR TRUSTEE 462



 Claire J. Sarser, Clerk of the Special District Meeting

**PERSONNEL REPORT
ADDENDUM**
Approval of the Following Personnel Matters
April 18, 2019

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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C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Michele McCauley	PT Librarian I/Step 1	Adult & Teen Services	05/01/19
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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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Requests for Leave of Absence

Mary Copertino	Café Worker/\$12.50 hr.	Community Services	04/01/19 – 06/01/19
Caleigh Byrne	Page/\$12.00 hr.	Circulation – EN	05/22/19 – 06/05/19

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
April 18, 2019

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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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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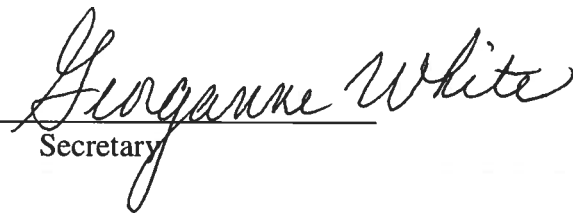
E. Other

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

E. Renee Capitanio	PT Librarian I/Step 16	Adult & Teen Svcs	09/05/19 – 09/15/19
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Report approved by Board of Trustees



 Secretary



Northport-East Northport Public Library

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RULES OF CONDUCT

The Northport-East Northport Public Library is chartered by the State of New York to meet the educational, informational, cultural, and recreational needs of the community it serves. ~~In order~~ To ensure an atmosphere conducive to these purposes, the following rules, regulations, and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the library facilities and ~~on its~~ grounds by all Library patrons, visitors, and employees, as well as other licensees and invitees, in accordance with Section 262 of the Education Law of the State of New York.

~~The following are rules designed for the comfort and protection of all people who use the facilities of the Northport East Northport Public Library.~~

The following activities are prohibited:

- Leaving young children unattended (Please see Unattended ~~Minors~~ Children Policy)
- Engaging in disruptive behavior or disorderly conduct
- Interfering with other people's use of the Library
- Harassing people on Library property
- Obstructing vehicular or pedestrian traffic, operating bicycles, skateboards, or rollerblades on sidewalks, in parking areas, or on landscaped grounds
- Using loud, abusive, or threatening language
- Defacing, destroying, or tampering with Library material, property, or equipment
- Congregating, loitering, sleeping, or soliciting on Library property
- Rearranging or putting feet on furniture or sitting on tables
- Having bare feet or inappropriate ~~dress attire~~
- Using equipment ~~without headphones or~~ at a volume level that is ~~audible~~ disruptive to others
- Smoking, ~~vaping~~, consuming alcohol, partaking of controlled substances, or carrying weapons
- Bringing or consuming food or beverages not purchased in the Library Café
- ~~Bringing non-service related animals into the library. unless medically necessary for assisting the disabled, or if the animal is being trained to assist the disabled~~
- Distributing leaflets, circulating petitions, or electioneering
- Violating the Computer Use Policy, Photographing and Filming in the Library Policy, or other policy set by the Board of Trustees
- ~~Violating the Computer Use Policy~~
- Engaging in a course of conduct which alarms or "seriously annoys" another person ~~and would serve no legitimate purpose~~; such prohibition to include but not limited to striking,

- shoving, kicking, unpermitted touching, or otherwise subjecting another person to physical contact or attempting or threatening to do so
- Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
 - Making obscene gestures or using abusive language
 - Disturbing one or more persons by arguing, propagandizing, or preaching
 - Staring at another person or following another person about the premises such that the other person could reasonably be considered to be annoyed, disturbed, or threatened
 - Monopolizing public access equipment such as telephones, copier, fax machines, restrooms, and computers
 - Evidencing bodily hygiene so offensive as to constitute a nuisance to other patrons
 - Defacing or rendering a restroom inoperable or unsanitary

~~Failure~~ Any individual who fails to follow these guidelines and rules, including the referenced Policies, or the directions of the Library staff may ~~result in your being~~ be asked to leave the Library and as detailed in the Library's Maintenance of Public Order Policy, could result in the suspension of your Library privileges to use library facilities for up to one year. Library personnel are authorized to contact the appropriate law enforcement agency to ensure compliance. These guidelines are extracted from the Library's formal Maintenance of Public Order Policy, a copy of which is available on request.

Adopted 10/18/05
Revised 07/18/06, 07/17/08
04/18/19



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BULLETIN BOARD POSTING POLICY

PURPOSE

In furtherance of the Library's function of encouraging to encourage and facilitating facilitate the dissemination of information to the Library community and the open exchange of ideas, the Trustees of the Northport-East Northport Public Library shall make available to the Library community a bulletin board for the limited purpose of posting notices of community events or meetings. The bulletin board is not intended to be a forum for public comment, advocacy, advancement of a particular point of view, or posting of repossession/foreclosure notices of other "official" notices of this nature. Notices will, therefore, be limited to announcing the time, location, and purpose of the event, function, or meeting.

1. A "REQUEST TO POST MATERIAL" application form must be completed prior to being considered for posting by the Director.
2. Due to limited space, the Library reserves the right to restrict the size, number, and location of posted materials. The time span during which the materials are posted will be determined by the Library.
3. The Library assumes no responsibility for the content of the notices or materials, nor the preservation, protection, or possible damage or theft of any item posted.
4. Items posted are done so for informational purposes only. Posting does not imply an endorsement by the Library.
5. Soliciting funds, except for library purposes, is not permitted.
6. No organization or individual shall be permitted to place in the Library any box, receptacle, or canister which solicits donations ~~nor shall any~~ without prior written Library approval.
7. No poster or display will be permitted which advocates or solicits consideration of any product or item sold by any commercial enterprises.
8. Posters announcing bazaars or programs sponsored by any local charitable, educational, religious, or fraternal organization may be displayed provided there is room for such display and they are of reasonable size.
9. Petitions may not be posted in the Library

Materials requested for posting ~~is are~~ subject to the discretion of the Library Director ~~for on behalf~~ of the Library Board of Trustees, and may be removed without prior notice.