

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF DECEMBER 22, 2020

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Tuesday, December 22, 2020.

I. CALL TO ORDER

Chairperson Georganne White called the meeting to order at 10:05am. Also present were Jacqueline Elsas, Judith Bensimon, Elizabeth McGrail, 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 Mrs. Bensimon and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Bensimon moved to approve minutes of November 19, 2020, 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 \$286,082.24, page 4225, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$195,507.76, page 4226, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$102,579.19, page 4227, seconded by Mrs. McGrail and unanimously carried.

B. Payroll Register

Mrs. McGrail moved to approve payroll of \$206,107.24, page 2287, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$204,006.88, page 2288, seconded by Mrs. Elsas and unanimously carried.

D. Review of Monthly Expenditures

E. Review of Statistical Summary

VII. COMMUNICATIONS

The Library received a letter from an Attorney representing John Pawluk Tipping Cow Distillery LLC, regarding a Zoning Board Hearing to be held on January 7th.

VIII. **DIRECTOR'S REPORT**

Administration

A draft of The Northport-East Northport Public Library (NENPL) Health Emergency Plan is awaiting feedback from the Staff Association. The NENPL Micro-Cluster Plan has been completed and is ready for implementation, if necessary.

The fire panel was replaced and covered by our insurance policy, less the deductible. While we were still awaiting the fire panel repair, and under 24-hour fire watch in Northport, the East Northport building's fire alarm was triggered. Smoke from a failed elevator hydraulic pump set off the alarm. The elevator was repaired after a two-week wait for a replacement part.

Buildings and Grounds

Loose floor tiles in the East Northport buildings vestibule were reset and the walls repainted. The tutorial room on the mezzanine in East Northport was repainted.

The lighting in the Northport elevator was upgraded from halogen bulbs to more efficient LED bulbs.

The exterior book drops at Northport were returned to their original location.

Network and Systems

The most recent update to Sierra, the online catalog software, caused our local spine label printer settings to not function properly. Our Head of Network and Systems was able to correct both of these issues and shared his solutions with the Suffolk Cooperative Library System.

Twelve Chromebooks are being configured to allow staff to attend, host, and/or present Zoom meetings. This will support the many online programs offered to our patrons while providing greater flexibility for staff to socially distance within the buildings.

Circulation

The Suffolk Cooperative Library System decided not to reconcile the long overdue direct accessed and interlibrary loaned materials among its member libraries. The libraries in the Town of Huntington have long believed this costly process was not productive and have agreed, just as the public libraries in Nassau County had done prior, to not bill neighboring public libraries located in the Town of Huntington.

Community Services

Fall injuries are more common than strokes and can result in health problems that are just as serious making the *Falls Prevention* program required attendance for 85 patrons. Lori Ginsberg, RN, MA, from Northwell Health provided a comprehensive talk on steps to take to improve balance and strength to help prevent falls.

Do-ing Music Classical Music Series: Cantata Libre Chamber Ensemble performed live and new virtually-recorded music featuring the beautiful artwork that inspired each piece to 80 patrons in attendance.

Fifty-seven patrons joined Michael D’Innocenzo, Distinguished Professor Emeritus of History at Hofstra University, for a virtual post-election discussion on the 2020 elections.

Adult and Teen Services

Citizenship classes are being postponed until later in 2021 due to the recent changes in the exam questions.

The Library’s popular platform video game collection is being expanded to include the latest PlayStation and Xbox games released for the holiday season.

Twenty patrons wishing to purchase laptops, iPads, smartphones, smart watches, printers, or tablets learned about considerations before buying, components of an informed purchase, finding product evaluations, and shopping online for bargains by attending the *How to Buy Technology* program.

Former personnel and recruiting managers Stephanie Ragolia and Libby Yoskowitz demonstrated to 11 patrons how to build a resume and write a cover letter at the *Online Job Search*.

Children and Family Services

Eighty patrons celebrated Norwholidays with Norwhal and Jelly, characters from the popular novel series by Ben Clanton, with a take-away activity kit.

The library’s *Paws to Read* program has gone virtual with two dog/volunteer teams providing 15-minute breakout sessions.

Anything Goes LEGOs take-home kits provided an activity sheet with a variety of LEGOs to 38 patrons.

A video of a reading of Jim Aylesworth's *The Mitten*, starring our own Children and Family Services staff, has already been viewed by over 600 patrons.

IX. PERSONNEL REPORT

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

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

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

X. OTHER BUSINESS

After reviewing bids for the Roofing Replacement Project and upon receiving the recommendation by John Tanzi, Library Architect, Mrs. Elsas moved to accept Statewide Roofing's bid proposal, seconded by Mrs. Bensimon and unanimously carried. (see attached)

XI. DATES OF FUTURE MEETING

Thursday, January 21, 2021	10:00am	Budget Work Session
Thursday, January 21, 2021	11:00am	Regular Meeting
Thursday, February 18, 2021	10:00am	Regular Meeting

XII. ADJOURNMENT

Mrs. Hartough moved to adjourn the meeting at 11:26am, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted


Judith Bensimon

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 **Tuesday, December 22, 2020, 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. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Other Business
- XI. Date of next library board meetings:
Thursday, January 21, 2021, 10:00 AM – Budget Work Session
Thursday, January 21, 2021, 11:00 AM – Regular Board Meeting
Thursday, February 18, 2021, 10:00 AM – Regular Board Meeting
- XII. Adjournment

LIBRARY BOARD MEETING

DECEMBER 22, 2020

ACCOUNTS PAYABLE

4225 11/25/20	\$286,082.24	Two Hundred and Eighty Six Thousand Eighty Two Dollars & Twenty Four Cents
4226 12/9/20	\$195,507.76	One Hundred and Ninety Five Thousand Five Hundred and Seven Dollars & Seventy Six Cents
4227 12/17/20	\$102,579.19	One Hundred and Two Thousand Five Hundred and Seventy Nine Dollars & Nineteen Cents

PAYROLL REGISTER

2287 11/27/20	\$206,107.24	Two Hundred and Six Thousand One Hundred Seven Dollars & Twenty Four Cents
2288 12/11/20	\$204,006.88	Two Hundred and Four Thousand Six Dollars & Eighty Eight Cents

PERSONNEL REPORTApproval of the Following Personnel MattersDecember 22, 2020**A. Salary Increase**

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Joyce Bernat	Café Worker/\$15.50 hr.	Community Services	12/31/20
Michelle DeNunzio	Café Worker/\$14.50 hr.	Community Services	12/31/20
Florence Gorman	Café Worker/\$14.50 hr.	Community Services	12/31/20
Kathleen Kelly	Café Worker/\$14.50 hr.	Community Services	12/31/20
Jill Krahel	Café Worker/\$14.50 hr.	Community Services	12/31/20
Celia LaNovara	Café Worker/\$14.50 hr.	Community Services	12/31/20
Elliot Macolino	Café Worker/\$14.50 hr.	Community Services	12/31/20
Barbara Minogue	Café Worker/\$14.50 hr.	Community Services	12/31/20
Laura Sender	Café Worker/\$14.50 hr.	Community Services	12/31/20
Anna Allacco	Page/\$14.00 hr.	Circulation Services	12/31/20
Ashley Bonura	Page/\$14.00 hr.	Circulation Services	12/31/20
Grace Burkart	Page/\$14.00 hr.	Circulation Services	12/31/20
Christine Condon	Page/\$14.00 hr.	Children & Family Svcs	12/31/20
Griffin Crafa	Page/\$14.00 hr.	Adult & Teen Services	12/31/20
Nicholas Crafa	Page/\$14.00 hr.	Children & Family Svcs	12/31/20
Alexa Cubicciotti	Page/\$14.00 hr.	Children & Family Svcs	12/31/20
Ashley Door	Page/\$14.00 hr.	Circulation Services	12/31/20
Leonardo Eng	Page/\$14.00 hr.	Children & Family Svcs	12/31/20
Lisa Frisoli	Page/\$14.00 hr.	Circulation Services	12/31/20
Luke Frisoli	Page/\$14.00 hr.	Children & Family Svcs	12/31/20
Madeline Guarineri	Page/\$14.00 hr.	Circulation Services	12/31/20
Caroline Hines	Page/\$14.00 hr.	Children & Family Svcs	12/31/20
Molly Hoffman	Page/\$14.00 hr.	Children & Family Svcs	12/31/20
Francesca Malon	Page/\$14.00 hr.	Circulation Services	12/31/20
Joseph Monroy	Page/\$14.00 hr.	Circulation Services	12/31/20
Sarah Monroy	Page/\$14.00 hr.	Children & Family Svcs	12/31/20
Kieran Murphy	Page/\$14.00 hr.	Circulation Services	12/31/20
Lisa Olivieri	Page/\$14.00 hr.	Children & Family Svcs	12/31/20
Michael Prinzo	Page/\$14.00 hr.	Circulation Services	12/31/20
Zarrah Razi	Page/\$14.00 hr.	Children & Family Svcs	12/31/20

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Cali Alvarez	Page/\$13.00 hr.	Adult & Teen Services	11/09/20

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>
-------------	----------------------------------	-------------------	-----------------------

Deceased

Jose Tolentino	Custodial Worker II/Step 20+6	Buildings & Grounds	12/2/20
----------------	-------------------------------	---------------------	---------

Request for Leave of Absence

Christina Andrews	PT Library Clerk/Step 1	Circulation Services	12/07/20 – 01/18/21
Kathleen Kelly	Café Worker/\$14.50 hr.	Community Services	01/16/21 – 05/15/21

Report approved by Board of Trustees

Judith Benson
Secretary



John Tanzi
ARCHITECTS

December 21, 2020

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

Attn: Board of Trustees

Re: Northport - East Northport Public Library
Roofing Replacement Project

Contractor Recommendation
Statewide Roofing Inc.

Board of Trustees,

I have carefully reviewed the bids that were received and have had a post-bid telephone conversation with Gerald Curtin, President of Statewide Roofing Inc. (the low bidder) to review the scope of the project. After confirming their understanding of the project scope and checking their qualifications, we find them qualified to perform this contract.

We recommend that Statewide Roofing Inc. be awarded the Roofing Replacement Project for the Base Bid amount of \$514,369.00 for a Total Contract Amount of \$514,369.00.

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