

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF February 22, 2021

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Monday, February 22, 2021.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:08am. Also present were Georganne White, Jacqueline Elsas, 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

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Elsas moved to approve minutes of Budget Work Session meeting of January 21, 2021, seconded by Mrs. Bensimon and unanimously carried. Mrs. Bensimon moved to approve minutes of Regular Board meeting of January 21, 2021, seconded by Mrs. McGrail and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. McGrail moved to approve warrant for \$175,880.65, page 4232, seconded by Ms. White and unanimously carried..

Ms. White moved to approve warrant for \$210,657.30, page 4233, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas move to approve warrant for \$108,778.13, page 4234, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$186,514.34, page 2291, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve payroll of \$233,704.32, page 2292, seconded by Ms. White and unanimously carried.

D. Review of Monthly Expenditures

E. Review of Statistical Summary

VII. COMMUNICATIONS

The Library Board received a letter from the Staff Association regarding staff contract negotiations.

VIII. DIRECTOR'S REPORT

Administration

All staff have been reminded to be aware of their surroundings. This is always highly recommended but now it is even more relevant as it applies to mask compliance and unapproved gatherings.

The library provides staff with the tools (Board approved policies) and empowerment (administrative guidance and support) to ensure that everyone follows appropriate library use and adherence to safety guidelines.

Staff who were able to schedule COVID-19 vaccination appointments are being provided with copies of the Charter of the Northport Public Library issued by New York State as well as a letter validating their employment.

The Health Emergency Plan for the Northport-East Northport Public Library, required by New York State in the event of a declared public health emergency, has been completed by administration subsequent to a review by The Staff Association.

Buildings and Grounds

A new garden wall has been installed adjacent to the rear entrance of the Northport building. This raised planter creates additional outdoor seating and utilizes the bricks left over from the retaining wall project.

The split air conditioning units located on the roof of the Northport building were buried in snowdrifts causing them to freeze. Removal of the snow covering the units combined with some sunshine remedied the problem.

Network and Systems

The printers at the circulation desk in Northport that are used by patrons for network and WiFi printing have been replaced. The printers at East Northport are slated to be replaced in the upcoming weeks.

Replacement and reallocation of receipt printers enabled us to match all models at the circulation desks and to provide them with the newest features.

Circulation

The initial batch of discount vouchers for the Bronx Zoo sold out immediately. A second batch of vouchers is on order. Discount vouchers to the American Museum of Natural History and the Long Island Aquarium are still available.

Community Services

All Cooped Up? This year's theme for the Adult Winter Reading Club is being promoted by exceptionally creative table displays in each building. The displays feature actual chicken coops with artificial grass, and thankfully, imitation chickens. One coop was a roadside find and a staff member made the other just for this display.

A flyer listing the dates of document shredding events scheduled at libraries within the town has been created to provide patrons with more shredding opportunities. Our next shredding event in Northport will be held on June 12.

Adult and Teen Services

Two part-time librarians held their first book discussion called *Between the Lines* with eleven patrons in attendance. A wide range of participant demographics made for some interesting discussion points.

To ensure that all issues of our local papers published in 2020 could be microfilmed, the numerous missing issues, caused by sporadic deliveries, were sourced directly from the publishers.

Children and Family Services

An updated *Road to Reading* logo designed by an artistically talented Children's Librarian will be introduced in the March newsletter. It incorporates a friendly blue car sporting an NENPL license plate while driving on a road curving through an open book. This graphic will appear on all promotional material for preschool series programs. Fifty *License to Read* kits were given to preschoolers to raise awareness and excitement for the new logo. These kits are a great way for librarians to engage with children as well as provide an unexpected surprise to make their visit extra special.

Following the success of *Parties-in-a-bag* created to celebrate *Noon Year's Eve, Birthday Swag Bags* provide a birthday card, decorations, a crown, a memory book, and several crafts for children to celebrate their special day at home.

Book Bundle, bonus craft edition, combines subject-coordinated Grab-&-Go book bundles with a storytime craft to provide an "at home" activity while allowing us to utilize surplus crafts.

At the January meeting it was reported that a video of a reading of Jim Aylesworth's *The Mitten*, starring our own Children and Family Services staff, had been viewed by over 1,360 patrons. Viewings have now exceeded 3,300.

IX. PERSONNEL REPORT

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

X. OTHER BUSINESS

Mr. Olney informed the Board that a Bill in the Assembly concerning Petitions required for library elections is moving forward.

Adjustment will be made by the Payroll Company for ineligible COVID leave tax credits.

Due to an incorrect tax levy used by School District last year, adjustments will be made in this year's tax levy.

XI. DATES OF FUTURE MEETING

Tuesday, March 23, 2021	5:30pm	Regular Meeting
Tuesday, March 23, 2021	7:30pm	Public Information Meeting
Tuesday, April 6, 2021	9:00am-9:00pm	Library Vote & Election of Trustee
Thursday, April 15, 2021	10:00am	Regular Meeting

XIII. ADJOURNMENT

Mrs. Elsas moved to adjourn the meeting at 11:10 am, seconded by Mrs. Bensimon and unanimously carried.

Respectfully Submitted



Judith Bensimon

Secretary



Northport-East Northport Public Library

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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 **Monday, February 22, 2021, at 10:00 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 meetings (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:
Tuesday, March 23, 2021, 5:30 PM – Regular Meeting
Tuesday, March 23, 2021, 7:30 PM – Public Information Meeting
Tuesday, April 6, 2021, 9:00 AM – 9:00 PM – Library Vote & Election of Trustee
Thursday, April 15, 2021, 10:00 AM – Regular Meeting
- XII. Adjournment

PERSONNEL REPORT

Approval of the Following Personnel Matters
February 22, 2021

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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Request for Parental Leave

Diana Johnston	PT Librarian/Step 2	Adult & Teen Services	03/01/21 – 06/01/21* * dates approximate
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Request for Continuation of Leave of Absence

Christina Andrews	PT Library Clerk/Step 1	Circulation Services	03/01/21 – 05/01/21
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Report approved by Board of Trustees


Secretary

LIBRARY BOARD MEETING

FEBRUARY 22, 2021

ACCOUNTS PAYABLE

4232 01/20/21	\$175,880.65	One Hundred and Seventy Five Thousand Eight Hundred and Eighty Dollars & Sixty Five Cents
4233 02/3/21	\$210,657.30	Two Hundred and Ten Thousand Six Hundred and Fifty Seven Dollars & Thirty Cents
4234 02/18/21	\$108,778.13	One Hundred and Eight Thousand Seven Hundred and Seventy Eight Dollars & Thirteen Cents

PAYROLL REGISTER

2291 01/22/21	\$186,514.34	One Hundred and Eighty Six Thousand Five Hundred and Fourteen Dollars & Thirty Four Cents
2292 2/2/21	\$233,704.32	Two Hundred and Thirty Three Thousand Seven Hundred and Four Dollars & Thirty Two Cents