

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF MARCH 23, 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 Tuesday, March 23, 2021.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 5:33pm. Also present were Georganne White, Jacqueline Elsas, Judith Bensimon, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was Elizabeth McGrail.

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 Regular Board meeting of February 22, 2021, as amended, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$272,250.69, page 4235, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$ 273,740.99, page 4236, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$179,804.54, page 4237, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$333,512.28, page 4238, seconded by Ms. White and unanimously carried.

B. Payroll Register

Ms. White moved to approve payroll of \$186,557.25, page 2293, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$185,978.74, page 2294, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$185,963.47, seconded by Ms. White and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

E. Ms. White moved to accept the New York State Annual Report for Public Libraries and Association Libraries – 2020, seconded by Mrs. Elsas and unanimously carried.

VII. COMMUNICATIONS

No Communications to report

VIII. DIRECTOR'S REPORT

Administration

Following the New York Library Association's successful virtual Advocacy Day both the Senate and Assembly have proposed increases in aid for libraries in the Executive budget.

- Library Aid – Governor's budget \$87M, Senate proposal \$94.1M, Assembly proposal \$96.6M
- Construction Aid – Governor's budget \$14M, Senate proposal \$34M, Assembly proposal \$34M

A social media marketing campaign "*Libraries connect you to...*" has been developed in response to Senator Mattera's offer to promote public library services.

Summer Reading Club (SRC) re-envisioned for 2021. We hope to ease back into encouraging patrons to visit on a more regular basis by offering in-library SRC reporting by appointment only. This will complement the online reporting that was the only method offered in 2020.

The Friends of the Library is mailing over 400 postcards to remind residents of the upcoming library vote.

Buildings and Grounds

The Community Room, side B, in the East Northport building is being repainted and the carpeting will be patched to freshen the space for the upcoming vote.

Although we have had some significant snow fall this year, the costs for cleanup have been on a par with the average annual cost of the last 6 years.

Network and Systems

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

The e-rate filing to apply for the next round of telecommunication discounts has been completed.

Circulation

In order to remove roadblocks for patrons who need to access online service and to allow for returns to clear quarantine, the maximum fine stopping a library card has been increased from \$5 to \$20.

Two iPads have been purchased, one for each Circulation desk, to enable staff to use Mobile Sierra when pulling patron hold requests from the stacks. Staff will also be able to use Hear-O on these devices to provide live captions to assist when audible communication is difficult.

Community Services

The Suffolk Cooperative Library System hosted a virtual Adult Performers Showcase in lieu of the in-person event held each year. This event is a great resource in finding unique talent and program ideas for our community but the offerings were not as numerous as in past years.

The new executive director of the Northport Arts Coalition (NAC) has proposed a program of poetry reading accompanied by harp music. We are hoping this program will help to revitalize the partnership we have held with NAC in providing extraordinary programs to the community for many years.

Heart Health Awareness: What Everyone Should Know was presented by Northwell Health's Dr. Anil Mathew who discussed some of the typical symptoms of cardiac disease, and the most common diagnostic testing and treatments. Patrons also learned what to do to help maintain a heart healthy lifestyle. This program was provided to 46 patrons courtesy of a collaborative effort by the Public Libraries in the Town of Huntington.

Adult and Teen Services

The medicine collection of unused or expired prescriptions and over-the-counter medications provided proper disposal of 120.5 pounds of pharmaceuticals.

Teens had three *Take and Make Kit* opportunities this month: Heart Canvas Tote Bag, Jedi Starfighter Paper Airplane, and Watermelon Coasters.

The Making of the Encyclopedias of Law booklet published by the Edward Thompson Company has been reproduced through the generosity of a local property owner (Thompson Building) enabling us to provide library use for the library and the *Northport Historical Society*.

Children and Family Services

Two-hundred and sixteen Peanuts Gang finger puppets were given to children to celebrate Valentine's Day and in exchange they shared what they loved about their library.

Here are just a few of the things they love about the library:

- all the great stuff you give us
- that Captain Underpants lives here
- to borrow books for bedtime
- crafts
- that it feels like home
- Summer Reading Club

The *Design a Bookmark* contest had 524 entries this year making it exceptionally difficult to select only 12 winners. Since a reception will not be held this year, winners will each receive a poster-sized cling (self-stick and removable print) of their bookmark with their certificate.

Happy Birds! Virtual Show wowed 48 patrons with a troop of talented feathered friends from sunny California. Seven amazing parrots performed tricks, talked, and even sang.

Random Acts of Kindness activity packs with ideas for fun ways to show kindness to others were distributed to 127 patrons.

An *Address the Stress* pack for parents provided a red stress ball, set of puppets to help children express their feelings, effective parenting and self-help tips, crafts and games to engage bored children, and a bibliography to 60 patrons.

A *We're Going on a Bear Hunt* video was introduced at the start of school winter recess to inspire patrons to color a drawing of the Library Bear to be placed in a window of their home. Additional pre-colored bears have been distributed to local businesses to enable all members of the community to participate in their own bear hunt.

IX. PERSONNEL REPORT

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

X. OPEN MEETING POLICY

Mrs. Bensimon moved to approve Open Meeting Policy, (see attached) seconded by Ms. White and unanimously carried.

XI. LONG RANGE STRATEGIC PLAN 2021-2026

Ms. White moved to approve Long Range Strategic Plan 2021-2026 (see attached), seconded by Mrs. Elsas and unanimously carried.

XII. HEALTH EMERGENCY PLAN

Mrs. Elsas moved to approve Health Emergency Plan (see attached), seconded by Mrs. Bensimon and unanimously carried.

XIII. DISASTER PLAN

Mrs. Bensimon moved to approve Disaster Plan (see attached), seconded by Ms. White and unanimously carried.

XIV. PROPOSALS FOR LANDSCAPE MAINTENANCE PROGRAM APRIL 2021-DECEMBER 2022

Ms. White moved to approve Proposals for Landscape Maintenance Program April 2021-December 2022 (see attached), seconded by Mrs. Elsas and unanimously carried.

XV. OTHER BUSINESS

The Board responded to a letter received from the Staff Association regarding upcoming contract negotiations.

Repairs to the roof of the Northport building will start the week of April 12th. The Northport building is expected to be closed for 4 or 5 days during part of this project.

Three Department Heads and one full time Library Clerk have announced their plans to retire.

XVI. DATES OF FUTURE MEETINGS

Tuesday, April 6, 2021	9:00am-9:00pm	Library Vote & Election of Trustee
Thursday, April 15, 2021	10:00am	Regular Meeting
Thursday, May 20, 2021	10:00am	Regular Meeting

XVII. ADJOURNMENT

Ms. White moved to adjourn the meeting at 7:08pm, seconded by Mrs. Elsas 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 **Tuesday, March 23, 2021, at 5:30 PM** in the Board Conference Room. The Public Information Night will follow at 7:30 PM.

AGENDA

- 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
 - E. Acceptance of New York State Annual Report for Public and Association Libraries – 2020 (Motion required)
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Open Meeting Policy (Motion required)
- XI. Long Range Strategic Plan 2021-2026 (Motion required)
- XII. Health Emergency Plan (Motion required)
- XIII. Disaster Plan (Motion required)
- XIV. Proposals for Landscape Maintenance Program April 2021–December 2022 (Motion required)
- XV. Other Business
- XVI. Date of next library board meetings:
Tuesday, April 6, 2021, 9:00 AM – 9:00 PM -- Library Vote & Election of Trustee
Thursday, April 15, 2021, 10:00 AM – Regular Meeting
Thursday, May 20, 2021, 10:00 AM – Regular Meeting
- XVII. Adjournment

LIBRARY BOARD MEETING

MARCH 23, 2021

ACCOUNTS PAYABLE

4235 02/17/21	\$272,250.69	Two Hundred and Seventy Two Thousand Two Hundred and Fifty Dollars & Sixty Nine Cents
4236 03/03/21	\$273,740.99	Two Hundred and Seventy Three Thousand Seven Hundred and Forty Dollars & Ninety Nine Cents
4237 03/17/21	\$179,804.54	One Hundred and Seventy Nine Thousand Eight Hundred and Four Dollars & Fifty Four Cents
4238 3/23/21	\$333,512.28	Three Hundred and Thirty Three Thousand Five Hundred and Twelve Dollars & Twenty Eight Cents

PAYROLL REGISTER

2293 2/29/21	\$186,557.25	One Hundred and Eighty Six Thousand Five Hundred and Fifty Seven Dollars & Twenty Five Cents
2294 3/5/21	\$185,978.74	One Hundred and Eighty Five Thousand Nine Hundred and Seventy Eight Dollars & Seventy Four Cents
2295 3/19/21	\$185,963.47	One Hundred and Eighty Five Thousand Nine Hundred and Sixty Three Dollars & Forty Seven Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
March 23, 2021

A. Salary Increase			
<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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>
Christine Condon	Page/\$14.00 hr.	Children & Family Svcs	02/24/21
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>

Report approved by Board of Trustees


Secretary