

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF SEPTEMBER 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 Thursday, September 23, 2021.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:10am. Also present were Georganne White, Jacqueline Elsas, Carolyn McQuade, Assistant Director Nancy Morcerf and Director James Olney. Absent with prior notice was Judith Bensimon.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Ms. McQuade 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 August 19, 2021, seconded by Ms. White and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Ms. White moved to approve warrant for \$277,453.35, page 4256, seconded by Ms. McQuade and unanimously carried.

Ms. McQuade moved to approve warrant for \$215,229.75, page 4257, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$188,343.91, page 4258, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$96,176.55, page 4259, seconded by Ms. McQuade and unanimously carried.

B. Payroll Register

Ms. McQuade moved to approve payroll of \$201,574.10, page 2306, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$22,520.41, page 2307, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of 212,957.50, page 2308, seconded by Ms. McQuade and unanimously carried.

Ms. McQuade moved to approve payroll of \$194,712.52, page 2309, seconded by Mrs. Elsas and unanimously carried

- C. Review of Monthly Expenditure
- D. Review of Monthly Statistics

VII. COMMUNICATIONS

No Communications to Report.

VIII. DIRECTOR'S REPORT

Administration

While we continue to plan for additional in-person programs, many programs are being re-evaluated as we pivot to online options or postponement. Programmers as well as patrons will be required to wear masks if they choose to attend an in-person program held inside the building.

New signage denotes the children's room as a mask zone to make our library a safe place for everyone.

- The end of quarantining returned materials enabled us to transition back to accepting donations. These items were used to replenish our Beach Bags Books program (Crab Meadow only) and donation shelves in the library.

The roof project has been completed and we are awaiting the architects review and compressor replacement before making final payments to the contractor.

Six new study carrels were installed adjacent to the quiet study rooms on the East Northport mezzanine. A great addition that patrons began to use immediately.

Adult and Teen Services

A total of 49 patrons submitted 254 entries (93 in-person and 161 online) for the Adult Summer Reading Club.

The library held 24 programs for teens with 285 patrons attending. In-person teen craft programs were reintroduced after more than a year hiatus with a successful *Sharpie Tie Dye Beach Tote* creations.

Buildings and Grounds

The interior and exterior of the windows have been cleaned in Northport.

LED lighting has been installed in Northport at the Circulation (desk and office area), Community Services office, Teen Center and periodical section.

The exterior media return bin at East Northport has been replaced due to age and weather-related damaged.

Children and Family Services

The library had a spectacular group of college student pages interacting with the Summer Reading Club (SRC) participants during more than 1,000 sessions. Although available, no patrons requested a virtual reporting session. The SRC Pages listened to the children report on what they read, distribute puzzles and prizes, all to build reading comprehension and foster the love of reading.

Ocean Avenue School had the largest percentage of students join the SRC this year and will be presented the SRC Award, ending Fifth Avenue's five-year winning streak.

Community Services

Patrons of all ages shared their experiences and emotions through the creative and artistic outlets afforded by the *Community of Hearts* project.

A series of posters outlining the chronology of events of 9/11 complement the *Community of Hearts* project in the galleries.

AARP has announced that their instructors for Smart Driver Courses will not be returning to libraries to instruct in-person workshops until at least January 2022. Patrons may obtain discounted access to the course online instead.

Backyard Birds provided tools for 32 patrons to identify the birds in their backyards. This slideshow presentation, offered by educators from Quogue Wildlife Refuge, included information about the birds that might flock to your backyard as well as how to attract them with specific types of bird seed.

Tick-Borne Disease on Long Island presented the affects Lyme disease has had on people of all ages, particularly common in people who spend a lot of time outdoors. Stony Brook Medicine expert Dr. Luis Marcos Raymundo discussed Lyme disease risk factors, symptoms, diagnosis, and the latest treatments available.

Customer Service and Materials Management

Cross training has begun to introduce the formerly "Circulation only" library clerks to tasks previously performed exclusively by the Technical Services library clerks. A part-time Children and Family Service's Librarian who is also a full-time School Librarian shared their expertise in a tutorial on covering new books.

Network and Systems Services

After considerable troubleshooting, it was determined that some models of the LED lighting have a "flicker index" that is not compatible with certain barcode scanners. Once this was determined, lighting and scanners were exchanged in areas reporting problems.

IX. PERSONNEL REPORT

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

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

X. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS STAFF CONTRACT

Mrs. Elsas moved to convene into executive session to discuss staff contract negotiations at 12:16pm, seconded by Ms. White and unanimously carried.

Ms. White moved to exit executive session at 12:20pm, seconded by Ms. McQuade and unanimously carried.

XI. OTHER BUSINESS

No Other Business to Report

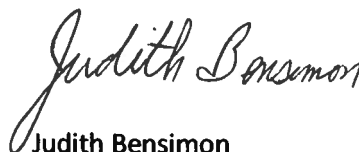
XII. DATES OF FUTURE MEETINGS

Thursday, October 21, 2021	10:00am	Regular Meeting
Thursday, November 18, 2021	10:00am	Regular Meeting

XIII. ADJOURNMENT

Ms. McQuade moved to adjourn the meeting at 12:23pm, 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 **Thursday, September 23, 2021, 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 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. Motion to convene in Executive Session to discuss staff contract (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, October 21, 2021, 10:00 AM – Regular Board Meeting
Thursday, November 18, 2021, 10:00 AM – Regular Board Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING
SEPTEMBER 23, 2021**

ACCOUNTS PAYABLE

4256 08/18/21	\$277,453.35	Two Hundred & Seventy Seven Thousand Four Hundred and Fifty Three Dollars & Thirty Five Cents
4257 09/01/21	\$215,229.75	Two Hundred & Fifteen Thousand Two Hundred and Twenty Nine Dollars & Seventy Five Cents
4258 09/15/21	\$188,343.91	One Hundred & Eighty Eight Thousand Three Hundred and Forty Three Dollars & Ninety One Cents
4259 09/23/21	\$96,176.55	Ninety Six Thousand One Hundred and Seventy Six Dollars & Fifty Five Cents

PAYROLL REGISTER

2306 08/20/21	\$201,574.10	Two Hundred and One Thousand Five Hundred and Seventy Four Dollars & Ten Cents
2307 08/20/21	\$22,520.41	Twenty Two Thousand Five Hundred and Twenty Dollars & Forty One Cents
2308 09/03/21	\$212,957.50	Two Hundred and Twelve Thousand Nine Hundred and Fifty Seven Dollars & Fifty Cents
2309 09/25/21	\$194,712.52	One Hundred and Ninety Four Thousand Seven Hundred and Twelve Dollars & Fifty Two Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
September 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>
Diane Hood	Café Worker/\$14.50 hr.	Community Services	09/27/2021
Mary McGlone	Page/\$14.00 hr.	Adult & Teen Svcs	09/27/2021

C. Resignations

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

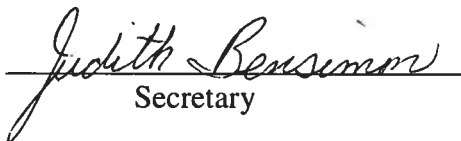
D. Retirement

<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>
Request for Leave of Absence			
Joyce Bernat	Café Worker/\$15.50 hr.	Communtiy Services	10/15/21-11/14/21
E. Renee Capitanio	PT Librarian I/Step 16	Adult & Teen Svcs	09/28/21-10/10/21
Denise Makowski	PT Librarian I/Step 1	Children & Family Svcs	10/18/21-01/03/22

Report approved by Board of Trustees


Secretary