

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF June 15, 2023

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 June 15, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:05am. Also present Margaret Hartough, Jacqueline Elsas, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice were Michelle Glennon and Georganne White.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Hartough 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 meeting of May 18, 2023, seconded by Mrs. Hartough and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$186,773.06, page 4328 seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$175,947.85, page 4329 seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$220,589.86, page 4330 seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$182,345.34, page 2357 seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$184,214.50, page 2358 seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

The Board received a thank you letter from JoAnn Proscia who donated her Playbill collection, which is currently on display in the Northport building gallery.

The board received a letter from patron Richard O'Leary regarding a June display.

VIII. DIRECTOR'S REPORT

Administration

The annual sexual harassment prevention training has been assigned to all contract staff utilizing an online training subscription provided by our insurance provider Utica National Insurance Group.

The library courtyard paving project is well underway. Lighting enhancements will also be incorporated into the design.

The community room in East Northport will be remodeled to incorporate a more durable wall covering and rubber flooring similar to what was used in the community room at Northport.

Adult and Teen Services

The *Playbill Throughout the Years* exhibit in the gallery at the Northport building is a collaboration between Adult and Community Services staff. It features a unique collection of more than 150 Broadway Playbills donated by patron JoAnn Proscia dating from 1951 to present day.

Patrons are adjusting to the new menus and features of the Libby app now that the OverDrive app has been discontinued.

Twenty-seven teen volunteers used fabric paints to color velvet art tote bags for local seniors.

Buildings and Grounds

The required annual fire drill was held at East Northport without incident. The East Northport Fire Department confirmed we had the quickest evacuation time recorded for our building.

The septic system at East Northport will be pumped and cleaned as per regularly scheduled maintenance.

Children and Family Services

We hosted *Storytime with a Police Officer* in the John Walsh Memorial Park. Three Suffolk County Community Oriented Police Engagement [COPE] Officers read *Officer Buckle and Gloria*, which is our featured StoryWalk. Thirty-eight patrons attended this outdoor event in the park.

The department head attended the Librarian Alliance for Parent and Children (LAPC) meeting where a brainstorming session ensued about how to respond to the trend of decreasing parenting program attendance.

Community Services

The *LI Aquarium* discounted ticket price has increased by three dollars. This slightly higher price still represents a savings off the regular admission prices. The price of the *American Museum of Natural History* discount tickets remains the same and we have obtained library-specific discount codes for *Splish Splash* (30% discount) and the *Wildlife Conservation Society* (20% discount) for patrons to use. The *Wildlife Conservation Society* includes the Bronx Zoo, Central Park Zoo, New York Aquarium, Queens Zoo, and Prospect Park Zoo.

The *St. Francis Hospital's Community Health and Outreach Bus* was utilized by 28 patrons in the parking lot of the East Northport building to receive free health screenings, information, and referrals. Registered nurses conducted brief cardiac histories, blood pressure checks, and simple finger stick blood tests for cholesterol and diabetes.

Co-sponsored by the *Northport Arts Coalition*, the Paul Joseph Trio entertained 43 patrons with their jazz sections, which were uniquely arranged into classical pieces centered on the works of George Gershwin.

Dr. Gary Wohlberg, Director of *Northwell Health's South Shore University Hospital Sleep Lab*, discussed sleep apnea including its causes, diagnosis, and treatment with 76 patrons.

Customer Service and Materials Management

The *Summer Library Tour* will begin July 1 and continue until the end of August. Patrons will earn a raffle ticket for a prize after obtaining 5, 15, and 25 stamps in their passports from different public libraries in Suffolk County.

Network and Systems

Wall-mounted touch-screen displays are being installed in the Museum Cove at Northport and the Quiet Study Room at East Northport to support patron and staff instruction and training.

IX. PERSONNEL REPORT

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

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

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

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

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

X. MAINTENANCE OF PUBLIC ORDER POLICY

Mrs. Hartough moved to approve Maintenance of Public Order Policy, (see attached) seconded by Mrs. Elsas and unanimously carried.

XI. RULES OF CONDUCT

Mrs. Elsas moved to approve Rules of Conduct, (see attached) seconded by Mrs Hartough and unanimously carried.

XII. REVIEW AND DISCUSSION OF BID PROPOSALS FOR SKYLIGHT REPLACEMENT PROJECT

Mrs. Hartough moved to approve bid from Fidele Construction (see attached), for Skylight Replacement Project, seconded by Mrs. Elsas and unanimously carried.

XIII. OTHER BUSINESS

Mr. Olney spoke of needed repairs to Northport & East Northport bathrooms. The Library will be applying for grants for electric vehicle chargers for both buildings.

XIV. FUTURE MEETING

Thursday, July 21, 2023	9:30am	Reorganizational Meeting
	10:00am	Regular Meeting

XV. ADJOURNMENT

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

Respectfully Submitted

Jacqueline Elsas
Financial 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
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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 **Thursday, June 15, 2023, 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. Maintenance of Public Order Policy (Motion required)
- XI. Rules of Conduct (Motion required)
- XII. Review and discussion of Bid Proposals for Skylight Replacement Project (Motion required)
- XIII. Other Business
- XIV. Dates of next library board meetings:
Thursday, July 21, 2022, 9:30 AM – Reorganizational Meeting
10:30 AM – Regular Meeting
- XV. Adjournment

**LIBRARY BOARD MEETING
JUNE 15, 2023**

ACCOUNTS PAYABLE

4328 5/24/23	\$186,773.06	One Hundred & Eighty Six Thousand Seven Hundred and Seventy Three Dollars & Six Cents
4329 6/7/23	\$175,947.85	One Hundred Seventy Five Thousand Nine Hundred and Forty Seven Dollars & Eighty Five Cents
4330 6/15/23	\$220,589.86	Two Hundred Twenty Thousand Five Hundred and Eighty Nine Dollars & Eighty Six Cents

PAYROLL REGISTER

2357 5/26/23	\$182,345.34	One Hundred Eighty Two Thousand Three Hundred and Forty Five Dollars & Thirty Four Cents
2358 6/9/23	\$184,214.50	One Hundred Eighty Four Thousand Two Hundred and Fourteen Dollars & Fifty Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
June 15, 2023

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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Maureen Byrns	PT Librarian I/Step 1	Children & Family Svcs	06/17/23
Colleen Murphy	Page/\$15.30 hr.	Children & Family Svcs	06/20/23 – 08/31/23
Sophia Malon	Page/\$15.30 hr.	Children & Family Svcs	06/27/23
Adam Razi	Page/\$15.30 hr.	Children & Family Svcs	06/27/23
Elizabeth Kelly	Page/\$15.80 hr.	Children & Family Svcs	07/12/23
Matthew Munson	Page/\$15.80 hr.	Children & Family Svcs	07/12/23

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Kerri Razi	PT Library Clerk/Step 1	Customer Svc & Mtrls	05/22/23
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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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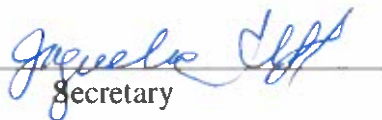
E. Other

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Effective Date</u>
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Request for Leave of Absence

Sophia LoCascio	Cafe Worker	Community Services	06/26/23-08/21/23
Juliann Gross	Page	Customer Svc & Mtrls	07/25/23-08/06/23

Report approved by Board of Trustees


Secretary



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MAINTENANCE OF PUBLIC ORDER POLICY

I. PURPOSE

The Northport-East Northport Public Library is chartered by the State of New York to meet the educational, information, 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 grounds by all Library patrons, visitors, and employees, in accordance with Section 262 of the Education Law of the State of New York.

II. CONDITIONAL PERMISSION FOR USE OF LIBRARY FACILITIES

As a condition for the use of Library premises, Library patrons, visitors, and employees, who enter upon or remain at the Library facilities, agree that they shall be subject to these rules and regulations. Failure to comply with the same shall constitute grounds for their immediate ejection as a trespasser, suspension of Library borrowing privileges, and revocation of rights to enter upon Library premises, and other action as deemed appropriate by the Library Board of Trustees. The Director or their designee is empowered to enforce the rules and regulations promulgated by the Board of Trustees.

III. PURPOSE OF USE OF LIBRARY FACILITIES

The use of Library facilities and entry onto Library premises shall be limited to employees of the Library in the performance of their duties, and patrons and visitors to the Library facilities and offices for Library related purposes such as research, reading, selecting, returning, and borrowing of books and materials, conducting business with the Library, and attendance at educational conferences, meetings, programs, and concerts authorized or conducted by the Board of Trustees or other library personnel. Any person who, while lawfully at such Library facilities, causes or attempts to cause physical injury to the person or property of another, or willfully causes or attempts to cause physical damage to books and other Library materials or property, or interferes with another's lawful use of the Library, or enters in unauthorized areas, refuses to comply with the directives of the Library Director or other authorized personnel, willfully disrupts library functions or programs authorized by Library personnel, damages, alters, mars or defaces library books and related materials or property, consumes and/or transports controlled substances, alcoholic beverages, fireworks, firearms, or weapons onto Library premises, or who violates the annexed Rules of Conduct, shall be deemed to be a trespasser and in violation of these rules and regulations.

IV. PROCEDURES

- While the Northport-East Northport Public Library facilities are open, the Library Director or their designees, in the first instance, shall be responsible for the enforcement of the rules and regulations. Any violation thereof shall be immediately reported to the Library Director or their designee who shall thereupon immediately make inquiry of the facts and circumstances surrounding the complaint, and who may thereupon either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the Library Director or their designee, such Library Director or designee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal Law. The Library Director shall forthwith make a report to the Board of Trustees.
- When the Library Director or their designee is not present, the Library employee-in-charge, upon observing and being informed of any violation of these rules and regulations, is authorized to make inquiry of the facts and circumstances surrounding the violation and any such employee may either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the employee-in-charge, such employee-in-charge is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and sign any information as necessary charging said violator with the appropriate violation of the Penal Law. Subsequently, such Library employee-in-charge, at the first opportunity shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulation to the Library Director.
- The Library shall indemnify and save harmless the Library Director, their designee, or any Library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel.
- In addition to all of the foregoing summary remedies against the trespasser and/or person in violation of Law and these rules and regulations, the Library Director may thereafter, in their sole discretion, take the following action with respect to the following categories or persons:
 - 1) Library patrons: Persons qualified for registration as a borrower of library books and materials may have their privileges to enter and/or use the Library's facilities and/or services suspended. The Northport-East Northport Library Director may, at their discretion, notify other agencies of actions taken and the individuals involved.
 - 2) Visitors: Said persons may be subject to the revocation of their privilege to enter upon library property. The Northport-East Northport Library Director may, at their discretion, notify other agencies of actions taken and the individuals involved.

- 3) Library personnel: Employees are subject to the provisions of this policy, applicable portions of the Civil Service Law; the Education Law and other applicable laws; and pertinent personnel policies adopted by the Library Board of Trustees and may be disciplined, censured, suspended, or discharged accordingly.

V. APPEALS PROCEDURE

- Individuals whose Library privileges were suspended/revoked may appeal that suspension/revocation to the Library Board of Trustees. Individuals requesting an appeal must do so in writing within thirty (30) days of suspension, indicating their desire for an appeal, and the basis therefore. If the next Board meeting is more than 15 days from receipt of the appeal request, such hearing will be held at the next regular meeting of the Board of Trustees. If less than 15 days, the hearing will be held at the following regular meeting of the Board of Trustees. The Board shall render a written decision within fourteen (14) days of the hearing.



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RULES OF CONDUCT

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The following activities are prohibited:

- Leaving young children unattended (Please see Unattended 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
- Rearranging or putting feet on furniture or sitting on tables
- Having bare feet or inappropriate attire
- Using equipment at a volume level that is disruptive to others
- Smoking, vaping, consuming alcohol, partaking of controlled substances, or carrying weapons
- Bringing or consuming food or beverages in undesignated areas
- Creating a hazardous condition
- 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
- Engaging in a course of conduct which alarms or "seriously annoys" another person; 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 (Please see Sexual Harassment Policy)
- Making obscene gestures or using abusive language
- Disturbing one or more persons by arguing, propagandizing, or preaching
- Entering unauthorized areas

- Carrying weapons of any kind
- Soliciting or sleeping on Library property
- Bringing oversized bags or carts into the Library
- Watching 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 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

Any individual who fails to follow these rules, including the referenced Policies, or directions of Library staff may be asked to leave the Library and, as detailed in the Library's Maintenance of Public Order Policy, could result in the suspension of their Library privileges. 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, 06/15/23

**XII. Skylight Replacement Project
(Motion required)**

WHEREAS at the bid opening for the Building and Site Repairs at the Northport-East Northport Public Library (Skylight Replacement Project) on June 13, 2023 bid was received from one company, and

WHEREAS John Tanzi Architects, has reviewed the bid and the bid packet, and based on the bid details from the information provided, has determined Fidele Construction Inc. to be the apparent lowest responsible bidder and has recommended the library award the contract to Fidele Construction Inc., and

THEREFORE, the Board of Trustees resolved to award the contract to Fidele Construction Inc. for the base bid in the amount of one hundred twelve thousand four hundred dollars (\$112,400).