

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF SEPTEMBER 21,2023

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 September 21, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:03am. Also present Margaret Hartough, Jacqueline Elsas, Michelle Glennon, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was 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. Glennon and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

Michelle Rung, Head of Adult and Teen Services, spoke to the Board of the many programs available to the public. The upcoming Mental Health Fair is just one of many. Some of the topics will include opioid prevention and training.

V. MINUTES OF PREVIOUS MEETING

Mrs. Elsas moved to approve minutes of Regular Board meeting of August 17, 2023, seconded by Mrs. Glennon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Glennon moved to approve warrant for \$288,752.21, page 4338, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$204,806.52, page 4339, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$279,193.23, page 4340, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$91,758.12, page 4341, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Mrs. Hartough moved to approve payroll of \$202,607.51, page 2364, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$195,756.20, page 2365, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$193,014.16, page 2366, seconded by Mrs. Hartough and unanimously carried.

C. Review of Monthly Expenditures

VII. COMMUNICATIONS

No Communications to Report

VIII. DIRECTOR'S REPORT

**Administration**

Reviewed existing procedures to use in case of an emergency. This included location and identification of safe rooms and code phrases to use to keep colleagues informed.

The voluntary annual flu inoculation has been scheduled for all contract staff.

The new East Northport community room flooring arrived defective. The manufacturer is replacing the floor covering at no additional cost to the library.

Interested staff were provided *AED/CPR Training* at the library. Many staff expressed interested and a second training session has already been scheduled.

All staff have been assigned the annual *Sexual Harassment Prevention Training* which was provided through a complementary subscription by our insurance provider.

A highly recommended program held at the *Long Island Library Conference* entitled *Trauma of Library Work* presented by psychotherapists, mindset coaches, and corporate wellness specialists is being offered to all staff at one of two sessions. This program is designed to help mitigate library staff trauma by providing support to library staff so that they do not feel alone in their experiences and have the tools for self-care.

The annual *Workplace Violence Prevention Training* has been scheduled for December.

**Adult and Teen Services**

The Summer Reading Clubs ended with 66 adult and 52 teen patrons participating reporting on a combined total of 411 books.

In recognition of *National Recovery Month*, held annually in September by *Substance Abuse and Mental Health Services Administration*, the Library joined the community initiative to "turn purple" to raise awareness. Purple pinwheels crafted by 50 teen volunteers and purple lights currently adorn both buildings.

The library participated at a *Northport Harbor Family Night* and interacted with 119 patrons and with 67 patrons at a *Northport Farmer's Market*.

The summer blood drive collected from 49 donors.

#### **Buildings and Grounds**

The ceiling grid was reinforced and the rectangle ceiling tiles were replaced with square tiles in the study room in East Northport. Smaller tiles are less prone to sagging and provides easier access when work needs to be performed in the ceiling.

Tamper-proof outlets with USB ports were installed in the East Northport community room.

The Library Bear and Little Prince Statues have had their annual maintenance performed to remove any tarnishing and to provide a protective wax coating.

#### **Children and Family Services**

The Summer Reading Club ended with 795 children reporting that they read for 4,524 hours. The brag tags were very popular allowing the library to reduce its reliance on plastic reading club prizes which are difficult to recycle. Tickets to *Bubble Mania*, the amazing bubble artistry of Casey Carle, were issued to children who completed the Summer Reading Club requirements.

The in-library-use only launch pads have been popular with 39 in-Library checkouts since they were introduced. Based on this interest, additional software titles are being added to appeal to an even larger audience.

#### **Community Services**

Fliers are no longer being printed for events held at the library. Events are advertised principally through the monthly newsletter, digital signage in the building, library website, social media posts and press releases sent to local print publications and online outlets.

All three summer courtyard concerts were very popular with a combined attendance of over 400 patrons.

Clive Young shared Billy Joel's Long Island and New York City landmarks with the 60 patrons in attendance. He shared what eateries were the inspirations for the Parkway Diner, Mr. Cacciatore's, and the Italian restaurant; they also learned about some of the locations where Joel's most famous album covers and music videos were filmed.

Savvy Sightseer Jeanne Schnupp took 49 patrons on an armchair trip to Portugal. They explored World Heritage sites, sun-bleached beaches, agricultural plains, sweeping river views, and busy urban centers.

Pianist Stan Wiest performed his arrangements of favorites from the *Great American Songbook*, and revealed stories and anecdotes of his collaborations with celebrities throughout the years. Fifty-nine patrons received copies of lyrics for a number of tunes so that they could join in a sing-along at the conclusion of the program.

Dr. Marianne McNamara, Professor of Biology and Oceanography at *Suffolk County Community College*, highlighted the adventures she had while conducting research during two months aboard an icebreaker ship. The 30 patrons in attendance enjoyed breathtaking scenery and descriptions of 60-foot seas while navigating the Ross Ice Shelf, and encountering seals, whales, and penguins.

The Friends of the Library Autumn Tea fundraiser scheduled for September 30 sold out on first day of registration.

#### **Customer Service and Materials Management**

Residents of both Suffolk and Nassau Counties participated in the summer library tour. Our library staff received many compliments from patrons visiting from other library districts.

Our supplier, Midwest Tapes, is now processing new DVDs, which allows them to be circulated immediately.

New CD and DVD boxed sets will now circulate in their original packaging to maintain their unique artwork.

#### **Network and Systems**

The third OPAC Station was removed from the reading room in East Northport. This allowed for the repurposing of a large table from the study room to take its place and provide additional seating in the reading room.

A new touch-screen monitor has been installed in the East Northport study room. This will support small group instruction for both patrons and staff.

Cyber security training has been assigned to all staff. This will fulfill our annual training for 2023.

#### **IX. PERSONNEL REPORT**

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

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

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

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

X. REVIEW OF COLLECTION DEVELOPMENT POLICY

Mrs. Glennon moved to approve Collection Development Policy (see attached), seconded by Mrs. Hartough and unanimously carried.

XI. REVIEW GIFTS AND DONATIONS POLICY

Mrs. Hartough moved to approve Gifts and Donations Policy (see attached), seconded by Mrs. Elsas and unanimously carried.

XII. REVIEW OF UNATTENDED CHILDREN POLICY

Mrs. Elsas moved to approve Unattended Children Policy (see attached), seconded by Mrs. Glennon and unanimously carried.

XIII. REVIEW OF UNATTENDED PACKAGE/ITEM POLICY

Mrs. Glennon moved to approve Unattended Package/Item (see attached), seconded by Mrs Hartough and unanimously carried.

XIV. OTHER BUSINESS

XV. FUTURE MEETING

Thursday, October 19, 2023	10:00am	Regular Board Meeting
Thursday, November 16, 2023	10:00am	Regular Board Meeting

XII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 12:05pm, seconded by Mrs. Glennon and unanimously carried.

Respectfully Submitted



Michelle Glennon  
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 21, 2023, 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. Review of Collection Development Policy (Motion required)
- XI. Review of Gifts and Donations Policy (Motion required)
- XII. Review of Unattended Children Policy (Motion required)
- XIII. Review of Unattended Package/Item Policy (Motion required)
- XIV. Other Business
- XV. Date of next library board meetings:  
Thursday, October 19, 2023, 10:00 AM – Regular Board Meeting  
Thursday, November 16, 2023, 10:00 AM – Regular Board Meeting
- XVI. Adjournment

**LIBRARY BOARD MEETING  
SEPTEMBER 21, 2023**

***ACCOUNTS PAYABLE***

4338 8/16/23	\$288,752.21	Two Hundred & Eighty Eight Thousand Seven Hundred and Fifty Two Dollars & Twenty One Cents
4339 8/30/23	\$204,806.52	Two Hundred & Four Thousand Eight Hundred and Six Dollars & Fifty Two Cents
4340 9/13/23	\$279,193.23	Two Hundred & Seventy Nine Thousand One Hundred and Ninety Three Dollars & Twenty Three Cents
4341 9/21/23	\$91,758.12	Ninety One Thousand Seven Hundred and Fifty Eight Dollars & Twelve Cents

***PAYROLL REGISTER***

2364 8/18/23	\$202,607.51	Two Hundred & Two Thousand Six Hundred and Seven Dollars & Fifty One Cents
2365 9/1/23	\$195,756.20	One Hundred & Ninety Five Thousand Seven Hundred and Fifty Six Dollars & Twenty Cents
2366 9/15/23	\$193,014.15	One Hundred & Ninety Three Thousand Fourteen Dollars & Fifteen Cents

## PERSONNEL REPORT

Approval of the Following Personnel Matters  
September 21, 2023

### A. Salary Increase

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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### B. New Employees

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Sage Anderson	Page/\$15.80 hr.	Children & Family Svcs	09/25/23
Lindsay Connolly	Page/\$15.80 hr.	Children & Family Svcs	09/25/23

### C. Resignations

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Juliann Gross	Page/\$16.00 hr.	Customer Svc & Mtrls	09/06/23
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### D. Retirement

<u>Name</u>	<u>Position &amp; 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

Joyce Bernat	Café Worker	Community Services	10/20/23-11/19/23
Taylor Boswith	PT Library Clerk	Customer Svc & Mtrls	10/21/23-10/30/23

Report approved by Board of Trustees

  
Secretary



**PERSONNEL REPORT ADDENDUM**

Approval of the Following Personnel Matters  
September 21, 2023

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Jillian Ruder	Page/\$15.80 hr.	Adult & Teen Svcs	10/01/23
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**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Kate Karp	Page/\$16.00 hr.	Adult & Teen Svcs	08/28/23
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**D. Retirement**

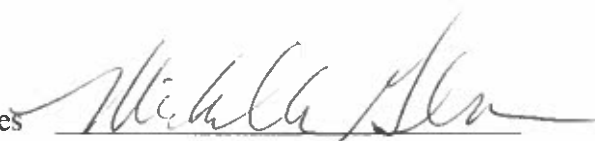
<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**E. Other**

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

Report approved by Board of Trustees

  
Secretary



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## GIFTS AND DONATIONS POLICY

The Library may accept gifts of materials and monetary donations. Gifts may be given in memory of a loved one or to commemorate a special event. Donated items will be reviewed for their overall contributions to the Library's mission and relevance to the collection. Processing costs, value and insurance considerations, condition, and consistency with the Collection Development Policy are factored before a gift item is added to the collection. Reproductions or photocopies of copyrighted works will not be accepted unless evidence of compliance with the copyright law (Title 17, U.S. Code) is given.

All gifts become the property of the Northport-East Northport Public Library, and will be treated on an equal basis with purchased materials concerning the inclusion, display, housing, circulation, and disposition of the materials. The Library reserves the right to refuse any donation of materials. Collections of materials with restrictions or stipulations for special housing may be rejected, subject to the sole discretion of the Library.



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## UNATTENDED PACKAGE/ITEM POLICY

The Northport-East Northport Library is committed to the safety and security of our patrons and staff. Patrons are responsible for their belongings and are advised not to leave them unattended at any time. To safeguard patrons and staff, the Library reserves the right to remove an unattended package from the location where it is found and to inspect such package.

When an unattended package/item is discovered, a Library Security Guard should be notified. The Security Guard, together with the Librarian-in-Charge and Administration, may inspect the unattended package/item for any identification which will facilitate the return of the item to its rightful owner.

If an unattended package/item is deemed suspicious, the item should not be moved or touched, call the police. If the police are called, the building will need to be evacuated.



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## UNATTENDED CHILDREN POLICY

The Northport-East Northport Public Library is committed to providing a safe and welcoming environment for all patrons, including children. To ensure the safety and well-being of children, the Library urges parents and caregivers to remember that the library is a public building; therefore, children should not be left unattended.

Parents or caregivers, not the library staff, are responsible for the behavior of children while on Library property. Parents or caregivers will be notified if their children are left unattended and require supervision. If parents or caregivers are unavailable, proper authorities will be contacted.



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## COLLECTION DEVELOPMENT POLICY

### **Mission Statement**

The Northport-East Northport Public Library exists to inform, educate, and culturally enrich the residents of all ages of the district through the selection, organization, promotion, and dissemination of all forms of expression.

### **Purpose of the Policy**

The Northport-East Northport Public Library Board of Trustees endorses the American Library Association's *Library Bill of Rights*, *The Freedom to Read Statement*, and *Freedom to View Statement* and its interpretations. In its adoption of the Code of Ethics of the American Library Association, the Northport-East Northport Public Library Board of Trustees and staff uphold the principles of intellectual freedom and resist all efforts to censor library resources. Materials selected under the library's collection development policy are considered protected under the First Amendment of the United States Constitution. This policy is meant to aid the librarians in supporting the mission and roles of the library in its community; to guide the librarians in the selection of materials; and to inform the community about the principles upon which selections are based. This policy replaces all prior collection development policies.

### **Community Served**

The Library collects and assesses materials to meet the informational, educational, and recreational needs of our community. Community needs are continually assessed through the review of population demographics, evaluation of the collection usage, observation of community interests and activities, and cognizance of other services and programs available in the community.

### **Limitations of the Collection**

The Northport-East Northport Public Library does not collect in-depth in any one subject area, with the exception of special collections. Interlibrary cooperative agreements enhance individual patron research pursuits by granting access to public and academic library collections throughout the United States. Format and access are considered when making material selections.

### **Responsibility for the Collection**

Final responsibility for material selection lies with the Director of the Northport-East Northport Public Library who delegates to the librarians on staff and their department heads the authority to make individual selections. The library seeks to meet the needs of the community by maintaining a representative and well-rounded selection of materials on all subjects including

those that may be considered controversial. It is the responsibility of individual library users to choose materials which suit their individual needs and tastes. Users are free to restrict for themselves materials of which they do not approve, but they may not restrict the freedom of others to read and view what they desire. Selection of materials for adults will not be inhibited by the possibility that such materials may be accessible to children.

### **Basic Selection Principles**

An item need not meet all criteria to be selected. A policy cannot replace the judgment of a skilled librarian. Each librarian seeks to provide a balanced collection and selects based on critical review sources; peer reviews; the understanding of user needs; knowledge of authors, publishers; and authority, accessibility and accuracy of presentation. Preference will be given to favorable reviews in reputable sources.

The following points are also considered when selecting materials.

- Appropriateness to Library's mission and service roles
- Relationship to existing collection
- Availability for purchase and availability elsewhere
- Access to content in other formats
- Suitability of format for user's need and subject
- Relevance to current and anticipated community needs
- Local significance of the author or topic
- Cost
- Historical significance
- Potential user appeal

Patron requests for particular materials are welcome; however, the library reserves the right to purchase or reject such requests based on selection principles outlined above.

### **Withdrawals**

Items withdrawn due to loss or damage are not necessarily replaced. Popular or classic titles in condition too poor for circulation will be replaced whenever possible. The library strives to

maintain an up-to-date, vital, inviting collection. Librarians systematically withdraw damaged materials, items which have low circulation, outdated materials, and those which no longer meet the selection criteria. When possible, the Library will dispose of withdrawn items in a responsible manner. The library does not withdraw an item simply because a patron wishes to purchase that item. Art may be offered for permanent loan to a museum or library for reasons of preservation, conservation, or public access. If a piece of donated art is sold, money earned from that sale must be reinvested into the Library.

### **Cooperative Collection Development/Resource Sharing/Relationships with other Agencies**

The library recognizes the value of belonging to regional library systems including Suffolk Cooperative Library System and the Long Island Library Resources Council for cooperative collection development opportunities and interlibrary access to collections.

### **Policy and process for collection challenges**

Patrons may request reconsideration of library materials by completing a *Patron's Request for Reconsideration of Library Materials* form. Forms are available at the Adult, Teen, and Children's reference desks. The collection specialists and the administration with respect to this Collection Development Policy will review any item that is challenged.

### **The Future**

Formats continue to change. Core selection principles will apply to all new formats. The library seeks to maintain a balanced collection of materials that will be accessible and useful to the community.