

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING JUNE 21, 2018

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 21, 2018.

- I. **CALL TO ORDER**
Chairperson Margaret Hartough called the meeting to order at 10:08am. Also present were Georganne White, Judith Bensimon, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice were Jacqueline Elsas and 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. Bensimon and unanimously carried.

- IV. **PERIOD FOR PUBLIC EXPRESSION**

- V. **MINUTES OF PREVIOUS MEETING**
Mrs. Bensimon moved to approve minutes of May 17, 2018, seconded by Ms. White and unanimously carried.

- VI. **FINANCIAL SECRETARY & TREASURER'S REPORT**
 - A. **Approval of Warrants**
Ms. White moved to approve warrant for \$182,841.82, page 4126, seconded by Mrs. Bensimon and unanimously carried.
Mrs. Bensimon moved to approve warrant for \$38,957.20, page 4127, seconded by Ms. White and unanimously carried.
Ms. White moved to approve warrant for \$296,689.55, page 4128, seconded by Mrs. Bensimon and unanimously carried.
Mrs. Bensimon moved to approve warrant for \$181,806.78, page 4129, seconded by Ms. White and unanimously carried.

 - B. **Payroll Register**
Ms. White moved to approve payroll of \$188,595.03, page 2216, seconded by Mrs. Bensimon and unanimously carried.
Mrs. Bensimon moved to approve payroll of \$193,800.62. page 2217, seconded by Ms. White and unanimously carried.

 - C. **Review of Monthly Expenditures**

 - D. **Review of Statistical Summary**

VII. COMMUNICATION
No Communications to report

VII. DIRECTOR'S REPORT

Administration

The upgrade from Paypro's Millennium product to WorkforceONE has provided administration with an opportunity to review our procedures in the payroll process, verify existing employee data, and enhance records to support additional features previously not available.

A representative from the New York State Local Retirement System (NYSLRS) provided an informative presentation to employees regarding retirement benefit options.

The New York State Insurance Fund (NYSIF) sent a representative to perform their annual inspection which resulted in two suggestions for improvements. The handrail leading to the Northport meeting room stage should be reinforced and spray bottles of cleaning solution used by the outsourced cleaning company needed proper labeling.

The owner of a competing insurance brokerage firm performed a review of our existing coverage. No policy enhancements are necessary.

Buildings and Grounds

The Fire Marshall performed the annual inspection of both buildings and made one recommendation to modify the closures on the entrance doors to the East Northport building children's room.

The overgrown vegetation in the East Northport parking lot has been cleared regaining the lost depth of the adjacent parking spaces. This undertaking also allowed for the removal of poison ivy and a rodent-friendly habitat.

The Northport Community Room improvements have begun with drywall patches and spackling.

Network and Systems

The library has subscribed to cybersecurity training provided by KnowBe4. A 45-minute introductory class has been assigned to Department Heads to enable a discussion about the training before training is expanded to include all librarian, clerical, custodial, and technical staff.

The Suffolk Cooperative Library System coordinated firewall installation was successful. Our Head of Networking and Systems is registered for two full-day training sessions to ensure we will be able to maintain this complex piece of networking equipment.

Circulation

The Silver Star Coupon booklets were highlighted in the library's newsletter last month resulting in 84 being distributed in one month, 30% of the total given out last year.

Based on a suggestion from one of our security guards, the recently returned media items waiting to be shelved at the Northport building, are now being placed on the shelves next to the paperback collection. This provides better access for patrons wanting to check out what is popular and removes the congestion and safety concerns at the entrance to the Circulation Desk.

Community Services

In recognition of Older Americans Month, Suffolk County Legislator Robert Trotta partnered with the library to bring together organizations which provide programs and services to seniors. Organizations included Alzheimer's Association, Retired Senior Volunteer Program (RSVP), and Suffolk County Office of the Aging. ID cards from the sheriff's office and blood pressure screenings were also available to the 46 patrons who attended.

Dr. Sara Siddiqui of NYU Langone Health educated 23 patrons about the dangers of vaping and e-cigarettes.

The Forever Young Band entertained 97 patrons with their special mix of '50s, '60s, and '70s pop, country, blues, and rock and roll.

Adult and Teen Services

New presenter Mark Prendergast was well received by patrons for a showing and discussion of *All the President's Men*. The patrons were impressed by Mr. Prendergast's discussion and many of the 21 patrons requested to have him back on a regular basis. Mr. Prendergast is a former journalist and associate professor at St. John's University, as well as a local resident.

The microfilm project continues with digitization of local newspapers and proper disposal of regional titles now available online. This extensive project, spearheaded by our library, will provide world-wide access to local history as documented by the local press.

Children and Family Services

Star Wars enthusiasts participated in a Breakout EDU program entitled, *May the Fourth Be with You!* Breakout EDU is the immersive learning games platform which provides kits to create an academically-focused escape room where players use teamwork and critical thinking to solve a series of challenging puzzles in order to open a locked box. This exciting team-building activity can incorporate many different themes and be modified for various age groups. In-library Breakout EDU sessions are already being planned for scout visits scheduled in the fall.

Ten class visits from nursery schools and kindergarten classes consisting of 192 children and adults, received personalized tours and storytimes.

A Family Literacy Grant provided the funds for a LEGO Build Me Emotions set. These specially-designed Duplo blocks invite parents and children to explore emotions and physical characteristics in an engaging way. This set comes with a comprehensive parent's guide of activities in multiple languages and will be introduced in an upcoming newsletter as an upon-request activity to be used in the East Northport building.

IX. PERSONNEL REPORT

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

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

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

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

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

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

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

X. REVIEW OF CLEANING CONTRACT BIDS FOR 7/01/18 - 6/30/19

Mr. Olney recommended CBM Corp. as the lowest responsible bidder for both the East Northport and Northport building cleaning contracts.

XI. REVISION OF UNATTENDED PACKAGE/ITEM POLICY

Ms. White moved to approve revisions to the Unattended Package/Item Policy, seconded by Mrs. Bensimon and unanimously carried.

XII. REVISION OF EXHIBIT AND DISPLAY POLICY

Ms. White moved to approve revisions to the Exhibit and Display Policy, seconded by Mrs. Bensimon and unanimously carried.

XII. OTHER BUSINESS

Mr. Olney spoke of the needed repairs to the retaining wall at the rear of the Northport building. Mr. Olney spoke about industry trend toward reduction or elimination of fines.

XVI. DATES OF FUTURE MEETINGS

Thursday, July 19, 2018

9:30am - Annual Reorganizational Meeting

11:00am - Regular Board Meeting

12 Noon - Staff Recognition Ceremony & Luncheon

XV. ADJOURNMENT

Ms. White moved to adjourn meeting at 11:45, seconded by Mrs. Bensimon and unanimously carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Judith Bensimon". The signature is written in black ink and is positioned above the printed name and title.

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, June 21, 2018, at 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 Cleaning Contract Bids for 07/01/18 – 06/30/21
 - A. East Northport Building
 - B. Northport Building
- XI. Revision of Unattended Package/Item Policy (Motion required)
- XII. Revision of Exhibit and Display Policy (Motion required)
- XIII. Other Business
- XIV. Date of next library board meeting:
Thursday, July 19, 2018, 9:30 AM – Annual Reorganizational Meeting
11:00 AM – Regular Board Meeting
12:00 Noon – Staff Recognition Ceremony and Luncheon
- XV. Adjournment

**LIBRARY BOARD MEETING
JUNE 21, 2018**

ACCOUNTS PAYABLE

4126 5/30/18	\$ 182,841.82	One Hundred Eighty Two Thousand, Eight Hundred Forty One Dollars, & Eighty Two Cents
4127 6/5/18	\$ 38,957.20	Thirty Eight Thousand, Nine Hundred Fifty Seven Dollars, & Twenty Cents
4128 6/13/18	\$ 296,689.55	Two Hundred Ninety Six Thousand, Six Hundred Eighty Nine Dollars, & Fifty Five Cents
4129 6/21/18	\$ 181,806.78	One Hundred Eighty One Thousand, Eight Hundred Six Dollars, Seventy Eight Cents

PAYROLL REGISTER

2216 6/1/18	\$ 188,595.03	One Hundred Eighty Eight Thousand, Five Hundred Ninety Five Dollars, & Three Cents
2217 6/15/18	\$ 193,800.62	One Hundred Ninety Three Thousand, Eight Hundred Dollars, & Sixty Two Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
June 21, 2018

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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Robert Brindisi	Guard/\$17.90 hr.	Security	06/22/18
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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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Luigi Suriano	Guard/\$20.99 hr.	Security	06/01/18
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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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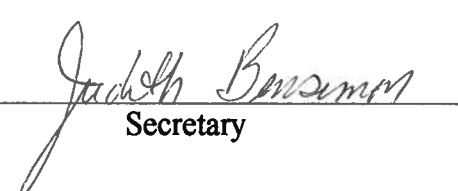
Change of Leave of Absence

Salvatore Rapisardi	Guard/\$24.01 hr.	Security	07/02/18* – 08/08/18 *originally 06/18/18
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Request for Leave of Absence

Patricia Welsh	Page/\$11.75 hr.	Circulation – EN	05/29/18 – 06/08/18
Anna Schwen	PT Librarian Trainee/Entry	Adult & Teen Svcs	06/23/18 – 07/02/18
Anna Segal	Page/\$11.00 hr.	Circulation - NPT	06/25/18 – 07/13/18
Ariana Keating	Page/\$11.00 hr.	Children & Family Svcs	06/30/18 – 07/11/18 07/15/18 – 07/19/18
Robert Norwood	Guard/\$19.99 hr.	Security	07/02/18 – 07/17/18

Report approved by Board of Trustees



 Secretary

**PERSONNEL REPORT
ADDENDUM**
Approval of the Following Personnel Matters
June 21, 2018

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Vincent Catalano	Guard/\$21.39 hr.	Security	07/09/18
Leonardo Gonzales	Guard/\$18.30 hr.	Security	07/09/18
James Grillo	Guard/\$20.89 hr.	Security	07/09/18
Robert Norwood	Guard/\$20.39 hr.	Security	07/09/18
Efrain Pena	Guard/\$19.49 hr.	Security	07/09/18
Jeffrey Poeira	Guard/\$19.09 hr.	Security	07/09/18
Salvatore Rapisari	Guard/\$24.41 hr.	Security	07/09/18
Charles Sentowski	Guard/\$22.60 hr.	Security	07/09/18
Florence Gorman	Cafe Worker/\$13.05 hr.	Community Services	07/09/18
Jill Krahel	Café Worker/\$12.75 hr.	Community Services	07/09/18
Mary Ann Morrisroe	Page/\$12.70 hr.	Circulation – EN	07/09/18
Patricia Welsh	Page/\$11.95 hr.	Circulation – EN	07/09/18

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Johanna Canadas	Guard/\$17.90 hr.	Security	06/22/18
Rosalie Sarnataro	Page/\$11.00 hr.	Circulation – NPT	07/10/18

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Morgan Rooney	Café Worker/\$11.50 hr.	Community Services	06/19/18
Viktoriya Zhivkova	Page/\$11.00 hr.	Circulation – Npt	06/22/18
John Modica	PT Custodian Worker I/Step 4	Buildings & Grounds	06/27/18

D. Retirement

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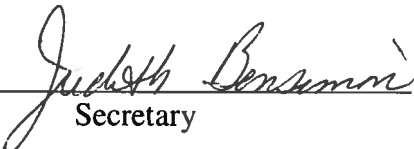
E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Promotion			
Brian Lambert	Café Worker/\$11.50 hr.	Community Services	07/01/18

Request for Leave of Absence

Hunter Chin	Page/\$11.00 hr.	Circulation – Npt	07/10/18 – 07/22/18
Katherine Loughlin	Page/\$11.00 hr.	Circulation – Npt	07/15/18 – 07/27/18
Celia LaNovara	Café Worker/\$11/50 hr.	Community Services	07/17/18 – 07/25/18
Anna Denfeld	Page/\$11.00 hr.	Adult & Teen Services	07/29/18 – 08/12/18

Report approved by Board of Trustees


Secretary

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
UNATTENDED PACKAGE/ITEM POLICY

The Northport-East Northport Public 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, Security should be notified. The Security Guard, together with the Librarian-in-Charge or Administration, may inspect the unattended package/item for any identification which will facilitate the return of the item to its rightful owner. If Security has concerns about the contents of an unattended package/item, they should **consult with the Librarian-in-Charge and** contact Administration ~~or the Head of Buildings & Grounds.~~

If an unattended package/item is deemed suspicious, do not hesitate to call the police. If the police are called, the building will need to be evacuated.

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

EXHIBIT AND DISPLAY POLICY

The purpose of the Northport-East Northport Public Library's **designated areas for exhibit/display facilities** is to increase public awareness of the Library's resources and to support its mission as an educational, informational, cultural, and recreational center for the community it serves. Exhibits and displays are organized by the Library to further this mission. The Library reserves the right to determine what exhibits/displays will be solicited and accepted. Exhibits/displays using these facilities shall promote one or more of these purposes:

1. to promote Library services, collections or programs
2. to highlight current issues, events, or other subjects of public interest
3. to display arts, crafts, photographs, writings, or collections when they promote or complement the mission of the Library

In recognition of the Library's function of encouraging and facilitating the free and open exchange of ideas and expressions of thought and creativity, the Trustees of the Northport-East Northport Public Library shall make available within the Library's facilities designated areas for the display of works of art. In **light view** of the limited display areas available, the determination of which works of art shall be displayed shall be made solely by the Library Director. In making such determination the Director shall be mindful that the function detailed above must be tempered by the recognition that the patrons of the Library are of different ages, backgrounds, and tastes. Moreover, since the public display of art is not the principal purpose of the Library, discretion shall be exercised to ensure that all displays reflect not only diversity of expression, but also the diversity of the community we serve.

GUIDELINES FOR EXHIBITS/DISPLAYS

1. All exhibitors are required to complete, in advance, an EXHIBIT APPLICATION FORM. The application shall be submitted at least 3 months in advance of the exhibit date, and shall be subject to the approval of the Library Director.
2. The Library reserves the right to cancel exhibits/displays at any time for any reason.
3. All works included in any exhibit must be approved by the Library Director. Only works which have been so approved may be included in the exhibit.
4. The installation of art work must be done by the exhibitor, subject to the approval of the Director, at the designated time and areas within the library. Transportation of works must also be arranged by the exhibitor.
5. All exhibits will be displayed for a specified period of time (usually from the first day to the last of any month) and shall be removed promptly at the **conclusion of the exhibit. expiration date.**

XII. Revision of Exhibit and Display Policy
(Motion required)

6. All art works (i.e. paintings, prints, posters, etc.) must be properly wired and framed by the exhibitor. Supplies needed for wall or showcase exhibits (stands, identifying cards or other props) must be provided by exhibitor. Legible, typed lists, corresponding to numbered items on exhibit, must be provided by the exhibitor.
7. Exhibitors may display 8 ½ x 11 flyers with biographical or other explanatory information and business cards. A holder is located ~~in~~ on the gallery wall for this purpose. Please do not affix any signs or labels to the gallery walls.
8. The Library will not act as intermediary in the sale of artwork and artist's receptions are not permitted. The Library will provide the name and telephone number of the exhibitor upon request. A list of item prices and business cards are optional and may be left at the Reference Desk.
9. All items placed on exhibit/display in the library are done so at the exhibitor's own risk. The Northport-East Northport Public Library is relieved of all liability for mutilation, damage, theft or loss of any exhibited items from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.
10. All publicity and press releases prepared by the exhibitor must be submitted to the Library Director for approval prior to being sent out to the media.
11. Exhibitors may contact the Community Services Department to arrange for an *Art Talk*. An *Art Talk* is an opportunity for artists to discuss their work with Library patrons. An Art Talk must be scheduled at the time of this application. The Library will provide a 1 ½ hour time slot in the gallery. Exhibitors are permitted to provide cookies or pastries only, as well as non-alcoholic beverages. Exhibitors are responsible for providing any paper goods such as tablecloths, cups, napkins, and plates. (Please keep in mind that your guests can purchase beverages and snacks at the Library Cafes which are open weekday evenings until 8:00 PM)
12. Fire regulations shall be observed at all times.
13. Any or all exhibit procedures shall be subject to change without notice by the Library Board of Trustees.

Adopted 07/98
Revised 05/13
Revised 06/18