

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING FEBRUARY 20, 2020

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, February 20, 2020.

I. CALL TO ORDER

Chairperson Georganne White called the meeting to order at 10:06am. Also present were Margaret Hartough, Jacqueline Elsas, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

II PLEDGE OF ALLEGIANCE was recited by those attending

III. ADOPTION OF THE AGENDA

Mrs. Hartough moved to adopt the agenda, seconded by Mrs. Elsas and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Elsas moved to approve the minutes of January 16, 2019, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$345,211.78, page 4195, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$204,185.00, page 4196, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$280,309.60, page 4197, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$241,493.46, page 2264, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$205,842.52, page 2265, seconded by Mrs. McGrail and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

- VII. COMMUNICATIONS
No Communications to report

VII. DIRECTOR'S REPORT

Administration

Staff was reminded to be cautious of, and to monitor, exterior surfaces which are prone to icing. The pedestrian bridge and run-off from the construction site at the Northport building are two such areas.

The new retaining wall has been treated with waterproofing, insulated and is awaiting back fill.

The Governor, once again, cut Library Aid by \$4M and Construction Aid for Libraries by \$20M in his proposed state budget. Despite this, participation in New York Library Association's Advocacy Day in Albany is expected to be lower than usual based on a conference conflict.

Buildings and Grounds

Core samples were taken from a number of areas on the original roof for testing. The test results will determine the steps needed to properly remove the existing roof scheduled for this fall.

Network and Systems

While requesting internet provider bids through E-rate applications, an attractive offer was received for dark fiber services. While this service was bid last year only one provider reluctantly responded and we have not settled on a multi-year agreement. This inspired a second set of applications to be filed to secure the best deal possible.

Tax Volunteers are using Chromebooks, instead of laptops, and new printers this year. Our Network and Services Staff was on hand to help the volunteers configure their equipment to enable the volunteers to satisfy their full schedule of appointments.

Circulation

The Suffolk Cooperative Library System reported that Optimum has once again started blocking emails from our circulation system to patrons. Although now remedied, we were not assured this will not happen again.

Community Services

Document shredding events are so popular with patrons that as soon as an event is held requests start pouring in as to when the next one will be held. To serve this unending need we decided to partner with the other libraries in the Town of Huntington to offer dates throughout

the year. We compiled the schedule for the year, as we have done for Naloxone (Narcan) Training and Medicine Collections, so that patrons will have greater availability of these services. The Town of Huntington will then promote these library events for all residents of the town.

The Northport Arts Coalition invited three gifted songwriters to share their experiences, dreams and their paths as performers to the 99 patrons in attendance.

New York State Funeral Directors Association (NYSFDA) Board Member informed 76 patrons on how to preplan and prefund a funeral, what important documents should be gathered and other important planning details.

Representatives from the Middle Country Public Library again visited both Library Cafés to take photos and ask numerous questions as they plan their own library café in the Centereach building.

Adult and Teen Services

The first citizenship class is already helping five patrons to prepare for the United States Citizenship Test. Each class in this series will focus on several of the 100 citizenship test civics questions. All participants will also have an opportunity to practice speaking, listening, reading and writing.

Teen volunteers created their own history by taking pictures of places throughout the community for the local history collection.

Children and Family Services

Musicians Ben and Anna encouraged 51 patrons to sing, dance and play along on instruments as the *BenAnna Band* performed a number of high-energy musical pieces.

As part of our regular outreach activities, one of our librarians read several picture books to eight children in the waiting room of the Dolan Center. The collection of books at the center was also updated with a number of like-new books donated by our library patrons.

New soft seating for the children's room in the Northport building has arrived to replace the well-loved but worn out furniture.

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 "E. Other" in the personnel report, seconded by Mrs. Bensimon and unanimously carried.

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

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

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

X. REVISION OF EXHIBIT AND DISPLAY POLICY

Mrs. Bensimon moved to approve revisions of Exhibit and Display Policy (see attached), seconded by Mrs. McGrail and unanimously carried.

XI. RESOLUTION TO PROCEED WITH ROOFING REPLACEMENT PROJECT

Mrs. McGrail moved to approve Resolution to Proceed with Roofing Replacement Project (see attached), seconded by Mrs. Hartough and unanimously carried.

XII. OTHER BUSINESS

XIII. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION

Mrs. Hartough moved to enter into Executive Session to discuss pending Litigation, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to exit from Executive Session, seconded by Mrs. Bensimon and unanimously carried.

XIV. FUTURE MEETING

| | | |
|-------------------------|---------------|------------------------------------|
| Tuesday, March 24, 2020 | 5:30pm | Regular Meeting |
| Tuesday, March 24, 2020 | 7:30pm | Information Meeting |
| Tuesday, April 7, 2020 | 9:00am-9:00pm | Library Vote & Election of Trustee |

XV. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 11:42am, seconded by Mrs. Bensimon 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, February 20, 2020, at 10:00 AM** in the Board Conference Room.

REVISED 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. Revision of Exhibit and Display Policy (Motion required)
- XI. Resolution to proceed with Roofing Replacement Project (Motion required)
- XII. Other Business
- XIII. Motion to convene in Executive Session to discuss pending litigation.
- XIV. Dates of next library board meetings:
 - Tuesday, March 24, 2020, 5:30 PM – Regular Meeting
 - Tuesday, March 24, 2020, 7:30 PM – Public Information Meeting
 - Tuesday, April 7, 2020, 9:00 AM – 9:00 PM – Library Vote & Election of Trustee
 - Thursday, April 23, 2020, 10:00 AM – Regular Meeting
- XV. Adjournment



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PERSONNEL REPORT
Approval of the Following Personnel Matters
February 20, 2020

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> |
|-------------------|----------------------------------|------------------------|-----------------------|
| Juliette LeHenaff | Café Worker/\$13.50 hr. | Community Services | 02/21/20 |
| Laura Sender | Café Worker/\$13.50 hr. | Community Services | 02/24/20 |
| Ashley Bonura | Page/\$13.00 hr. | Circulation – EN | 02/21/20 |
| Caroline Hines | Page/\$13.00 hr. | Children & Family – EN | 02/24/20 |
| Olivia Vitale | Page/\$13.00 hr. | Children & Family – EN | 03/02/20 |

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> |
|-------------|----------------------------------|-------------------|-----------------------|
|-------------|----------------------------------|-------------------|-----------------------|

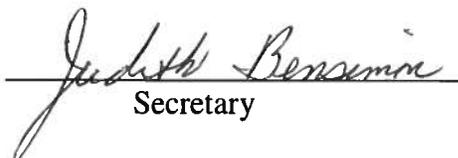
Promotion

| | | | |
|---------------|--|-----------------------|----------|
| Regina Sammis | PT Librarian I/Step 1* *completion of MLS | Children & Family Svc | 02/03/20 |
|---------------|--|-----------------------|----------|

Request for Leave of Absence

| | | | |
|--------------------|------------------|----------------------|-------------------|
| Madeline Guarineri | Page/\$13.00 hr. | Circulation Services | 04/08/20–04/19/20 |
|--------------------|------------------|----------------------|-------------------|

Report approved by Board of Trustees

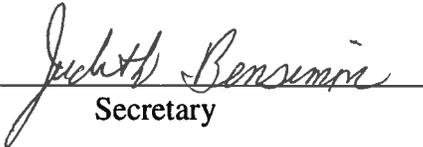

 Secretary

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
February 20, 2020

| | | | |
|-------------------------------------|---|-----------------------|-----------------------|
| 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> |
| Maureen Hagan | PT Library Clerk/Step 1 | Circulation | 03/02/20 |
| C. Resignations | | | |
| <u>Name</u> | <u>Position & Grade/Step</u> | <u>Department</u> | <u>Effective Date</u> |
| Eileen Heinzman | Page/\$13.00 hr. | Adult & Teen Services | 02/28/20 |
| 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> |
| Promotions | | | |
| Emily Sherman | FT Library Clerk/Step 1 (previously PT) | Adult & Teen Services | 02/24/20 |
| Caitlin Capitanio-Cheng | PT Library Clerk/Step 1 (previously Café Worker) | Circulation Services | 03/02/20 |
| Request for Leave of Absence | | | |
| Rosalie Sarnataro | Page/\$13.00 hr. | Circulation Services | 02/19/20-02/28/20 |

Report approved by Board of Trustees


Secretary

LIBRARY BOARD MEETING

FEBRUARY 20, 2020

ACCOUNTS PAYABLE

| | | |
|-----------------|--------------|--|
| 4195 1/22/20 | \$345,211.78 | Three Hundred and Forty Five Thousand Two Hundred and Eleven Dollars & Seventy Eight Cents |
| 4196 1/05/20 | \$204,185.00 | Two Hundred and Four Thousand, One Hundred and Eighty Five Dollars, & Zero Cents |
| 4197 1/2020 | \$280,309.60 | Two Hundred and Eighty Thousand Three Hundred and Nine Dollars & Sixty Cents |

PAYROLL REGISTER

| | | |
|-----------------|--------------|--|
| 2264 1/24/20 | \$241,493.46 | Two Hundred and Forty One Thousand Four Hundred and Ninety Three Dollars & Forty Six Cents |
| 2265 2/7/20 | \$205,842.52 | Two Hundred and Five Thousand Eight Hundred and Forty Two Dollars & Fifty Two Cents |



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EXHIBIT AND DISPLAY POLICY

The purpose of the Northport-East Northport Public Library's designated areas for exhibit/display 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. Library exhibits/displays 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 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.

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.
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 the gallery 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 Library's Community Services Department to arrange for ~~an Art Talk Meet the Artist~~. ~~An Art Talk Meet the Artist~~ is an opportunity for artists to discuss their work with Library patrons, and ~~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~~ may 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.

XI. Resolution to proceed with Roofing Replacement Project (Motion required)

RESOLUTION

WHEREAS, the Board of Trustees of the Northport-East Northport Public Library (the “Board of Trustees”) recognizes the need replace the roof of the Northport Library building at 151 Laurel Avenue, Northport, NY 11768 (Roofing Replacement Project) to maintain the facility; and

WHEREAS, the Board of Trustees has retained VHB Engineering, Surveying, Landscape Architecture and Geology, P.C. to review the proposed action, the State Environmental Quality Review Act and its implementing regulations at 6 NYCRR Part 617, and to make a recommendation to the Board of Trustees as to the proper classification of the proposed action; and

WHEREAS, the proposed action at Northport Public Library specifically includes the replacement of approximately 16,000-square feet (SF) of existing roofing; and

WHEREAS, pursuant to 6 NYCRR §§ 617.5(c)(1) and (2) of the implementing regulations of the State Environmental Quality Review Act, the “maintenance or repair involving no substantial changes in an existing structure or facility,” and “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings...” are Type II actions;

THEREFORE, BE IT RESOLVED, that the Board of Trustees, as lead agency, after review of the action proposed at Northport Public Library, 6 NYCRR §617.5, and the opinion provided by VHB Engineering, Surveying, Landscape Architecture and Geology, P.C., hereby determines that the proposed action is a Type II Action pursuant to 6 NYCRR §§ 617.5(c)(1) and (2) of the implementing regulations of the State Environmental Quality Review Act, and will, therefore, by definition, have no significant adverse impacts on the environment.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Northport-East Northport Public Library authorizes proceeding with the Roofing Replacement Project, and further authorizes the use of funds assigned for Capital Improvement to facilitate implementation.