

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING JANUARY 16, 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 January 16, 2020.

I. CALL TO ORDER

Chairperson Georganne White called meeting to order at 11:17am. Also present were Margaret Hartough, Jacqueline Elsas, Judith Bensimon, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was Elizabeth McGrail.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Elsas moved to adopt 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 December 19, 2019, seconded by Mrs. Hartough and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$202,819.10, page 4191, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$298,876.57, page 4192, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$39,667.20, page 4193, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$76,950.18, page 4194, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Mrs. Hartough moved to approve payroll of \$206,071.49, page 2262, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$203,945.70, page 2263, seconded by Mrs. Bensimon and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

No Communications to report

VIII. DIRECTOR'S REPORT

Administration

Winter weather phone chains and procedures were reviewed. Staff were reminded to be during the course of their work days and to notify Administration and/or Buildings and Grounds of any safety or maintenance concern. Updated construction schedules were discussed. The concrete was poured on Tuesday, January 7th and forms were removed. The project is moving smoothly. The construction manager will provide updated schedules but at this date the estimate is that the work is two weeks behind schedule due to a few weather delays last month.

With the retirement of the Northport Circulation department head, Fran Byrne is coordinating Circulation Services for both buildings. She is currently in an assessment phase, reviewing tools and procedures to sync the customer service that a patron receives at Circulation in either building.

The Branch Librarian is completing her work on the ALA YALSA committee to select adult books which appeal to teens. She has read more than 170 books and meets regularly with her committee via Google Hangout. Thirty books from her reading assignments have been added to the library's collection and additional books have been sent to the Northport High School. The busy week between Christmas and New Year's did not deter twelve members of the Novel Ideas book discussion group from enjoying a lively conversation inspired by "Meet Me at the Museum" by Anne Youngson.

Buildings and Grounds

Furniture refinishing continues in the Northport Children's Room and in the Main Reading Room. Carpet replacement is planned for the East Northport Circulation Office, mezzanine staircase, and open area in the mezzanine. Monthly bed bug checks continue and to date we remain pest free.

Children and Family Services

Twenty-four children designed and built structures for Gingerbread House Wars. Participants teamed up to build and create back stories supporting their sticky masterpieces comprised of graham crackers, frosting, marshmallows, edible glitter, candy, and other sweet stuff.

Happy Noon Year's Eve was celebrated by 74 party goers who crafted, gamed, smiled for photo ops, and enjoyed refreshments. As the clock struck noon, everyone enjoyed the balloon drop and bubble wrap stomp.

Therapy dogs were the feature attraction at a recent Cub Scout library visit. The dog handlers spoke about training process and each of the scouts read to one of the therapy dogs. Indoor snow was forecasted for a recent Breakout EDU session designed especially for the visiting Girl Scouts.

Plans continue for the Thinking Money for Kids ALA/FINRA installation in April. Several of our staff collaborated with staff at the Middle Country Public Library which currently has the exhibit.

In 2011, following the tsunami in Japan, the young Smith family temporarily relocated to Northport and became library "regulars." The family returned to Japan six years ago. A recent family vacation included a stop at the Northport Library. Mrs. Smith is now on her local library committee in Japan. At meetings, she shares ideas from her days at the Northport Public Library – including the need to make space for a library cafe.

Community Services

The collection of pajamas and books for the children served by the Family Service League was a huge success. The Family Service League made two separate trips to the library to collect the more than ten boxes of donations – many in festive gift bags or tied with colorful ribbons. The League responded with a heartfelt letter of thanks.

Fifty patrons boarded the bus bound for the Philadelphia Holiday Tour; 47 patrons trekked to New York on the December On-Your-Own Train Trip; 78 music lovers showed up for the Karpenteers: Carpenter's Holiday Show; and 67 patrons rang in the holidays with the Long Island reSound Handbell Ensemble.

Suffolk County laws now require that any customer wishing to use a paper straw or wooden stirrer must request this from the server. Our cafes have complied by moving these items behind their service counter.

Adult and Teen Services

The Adult Winter Reading Club has begun for patrons who are "Smitten with Reading." The Suffolk County librarians who specialize in career collections and programs (CARE Committee) are hoping to expand their interest to include "Small Business"

The library's local history and teen services librarians met with teens interested in focusing on local history. Each teen will submit ten photographs to be considered by the library for the local history archive. Time needed to binge on favorite television shows came into question this month. In response to patron suggestions, series DVDs will now circulate for 14 days, increased from seven days.

Network and Systems

In a few weeks, AARP volunteers will begin working with patrons on their 2019 tax returns. The volunteer tax preparers rely on the technical expertise provided by the library's network and systems team each year.

Cybersecurity training has been completed by all staff who learned about phishing, tailgating, worms, hackers, and more. The next phase of this all important education is the phishing campaign –fake emails will be sent to staff to test what they have learned.

Circulation

The collections which led the month in circulation statistics are the non-fiction DVDs, the Hotspots, and the Adult and Teen video games. All circulation staff from both Northport and East Northport will meet together as one department in early January.

IX. PERSONNEL REPORT

Mrs. Elsas moved to approve "D. Retirement" in the personnel report, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve "E. Other" in the personnel report, 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.

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

X. APPROVAL TO PRESENT PROPOSED LIBRARY BUDGET 2020/2021

Mrs. Elsas moved to present proposed Library Budget to the Community on April 7, 2020, seconded by Mrs. Bensimon and unanimously carried.

XI. OTHER BUSINESS

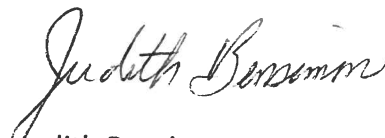
XII. FUTURE MEETINGS

Thursday, February 20, 2020	10:00am	Regular Meeting
Tuesday, March 24, 2020	5:30pm	Regular Meeting
Tuesday, March 24, 2020	7:30pm	Public Information Meeting

XIII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 12:01pm, seconded by Mrs. Bensimon and unanimously carried.

Respectfully Submitted,



Judith Bensimon
Secretary



Northport-East Northport Public Library

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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, January 16, 2020, at 11:00 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. Approval to present proposed Library Budget 2020/2021 to the Community on April 7, 2020
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, February 20, 2020, 10:00 AM – Regular Meeting
Tuesday, March 24, 2020, 5:30 PM – Regular Meeting
Tuesday, March 24, 2020, 7:30 PM – Public Information Meeting
- XIII. Adjournment

LIBRARY BOARD MEETING

JANUARY 16, 2020

ACCOUNTS PAYABLE

4191 12/25/19	\$202,819.10	Two Hundred and Two Thousand Eight Hundred and Nineteen Dollars & Ten Cents
4192 1/8/20	\$298,876.57	Two Hundred and Ninety Eight Thousand, Eight Hundred and Seventy Six Dollars, & Fifty Seven Cents
4193 1/15/20	\$ 39,667.20	Thirty Nine Thousand Six Hundred and Sixty Seven Dollars & Twenty Cents
4194 1/16/20	\$ 76,950.18	Seventy Six Thousand Nine Hundred and Fifty Dollars & Eighteen Cents

PAYROLL REGISTER

2262 12/27/2019	\$206,071.49	Two Hundred and Six Thousand Seventy One Dollars & Fourty Nine Cents
2263	\$203,945.70	Two Hundred and Three Thousand Nine Hundred and Forty Five Dollars & Seventy Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
January 16, 2020

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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Elliot Macolino	Page/\$13.00 hr.	Adult & Teen Services	01/20/20
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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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D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Kathleen Morris	Sr. Library Clerk/Step 13	Adult & Teen Services	03/20/20
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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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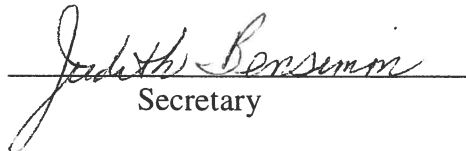
Promotion

Sarah Safonte	PT Library Clerk/Step 1	Circulation Services	01/17/20
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Request for Medical Leave

Michelle DeNunzio	Café Worker/\$13.50 hr.	Community Services	02/13/20 – 05/13/20
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Report approved by Board of Trustees


 Secretary

**PERSONNEL REPORT
ADDENDUM**

Approval of the Following Personnel Matters
January 16, 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>
C. Resignations	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
	Ruby Lindberg	PT Library Clerk/Step 2	Circulation	02/03/20
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>
	Promotion			
	Brian Lambert	PT Library Clerk/Step 2 (previously Café Worker)	Circulation	02/10/20

Report approved by Board of Trustees


Secretary

