

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF OCTOBER 15, 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, October 15, 2020.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:07am. Also present were Jacqueline Elsas, Judith Bensimon, Georganne White, Assistant Director Nancy Morcerf, Director James Olney and Toni Wu of Bayside CPA PLLC, library accountant. Absent with previous notice was Elizabeth McGrail.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE REVISED AGENDA

Ms. White 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 September 17, 2020, as amended, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Discussion and Acceptance of Auditor's Report on Examination.

After presentation and discussion of the Auditor's Report, Mrs. Bensimon moved to approve the Auditor's Report, seconded by Ms. White and unanimously carried.

B. Approval of Warrants

Ms. White moved to approve warrant for \$275,639.29, page 4218, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$190,356.24, page 4219, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$247,452.94, page 4220, seconded by Ms. White and unanimously carried.

C. Payroll Register

Ms. White moved to approve payroll of \$193,317.65, page 2282, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$191,534.76, page 2283, seconded by Mrs. Bensimon and unanimously carried.

- D. Review of Monthly Expenditures
- E. Review of Statistical Summary
- VII. COMMUNICATIONS No Communications to report
- VIII. DIRECTOR'S REPORT

Administration

The Newsday article on the Jack Kerouac manuscript of *The Town and the City* suggesting the donation to the Northport Public Library was a loan has been rebuffed by a number of readers around the country. This includes relatives of Jack Kerouac and most notably a family member of a former employee of our library, local resident, and acquaintance of Jack Kerouac who has a signed document by Jack stating the manuscript was a donation to the library.

The notice to bid on the Northport roof replacement provided an opportunity for contractors to review site considerations and ask questions. Seven contractors attended this walk through. The architect's recommendation for contractor selection will be presented at a future meeting for your approval.

As more museums open, we are looking at ways to safely reinstate the reservability and borrowing of museum passes.

Buildings and Grounds

November 2020 will mark the twentieth year since Michelle DeGeorge's passing. Her memorial garden outside the Northport building has been restored by resetting the custom pavers and replacing the surrounding pavers and adjacent garden wall.

The required annual fire drills have been performed at both buildings in conjunction with the local fire departments.

Network and Systems

The security camera system in East Northport went down on September 1st. Our service contract provided an onsite technician who was unable to resolve the server issues necessitating the removal of the server for a three-week period while it was being repaired under contract.

Circulation

There are currently 115 borrowing bags circulating. Damaged and worn bags have been discarded while all others have been laundered for reuse.

Community Services

Twenty-three patrons considering part-time work in retirement, to help pay bills, keep themselves busy, or pursue a dream attended a library sponsored workshop held by Richard Gluck, a career counselor and retirement coach.

The Making of The Dick Van Dyke Show program provided 34 patrons with the backstory of this award-winning show and revealed its Long Island connections.

Deliveries of café merchandise by new suppliers is being pursued so that Buildings and Grounds staff will be able to spend more of their time in the buildings. Based on increasing supplier costs retail pricing of Café merchandise will be increasing as well.

Rendezvous Travel has informed the library that they are no longer able to stay in business and have provided the library with a partial refund of deposits made toward planned Bus Trips.

Adult and Teen Services

The Book Sale shelves will be returning to Northport supplied by items that were donated earlier in the year. New book donations are not being accepted at this time.

A digital collection of the Town of Huntington Historical Markers has been added to the New York Heritage website.

Teen winners of the Summer Reading Club baskets were so excited that they picked up their prizes within an hour of being notified.

Children and Family Services

The Children's Summer Reading Club prize pick up was thoughtfully designed to ensure proper social distancing. Patrons were notified systematically to pick up their unique prize packets and colorful social distance floor markers were used throughout the lower level to space waiting patrons.

The Fifth Avenue Elementary School earned our Summer Reading Recognition Award for the fifth consecutive year by having the largest percentage of student body participation.

Virtual Storytimes have been well received with 57 patrons attending three sessions. Storytimes are initially offered live in the morning and then a prerecording of the program is accessible during the remainder of the day.

IX. PERSONNEL REPORT

Ms. White 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. Bensimon and unanimously carried.

X. REVISION OF APPROVED SUPPLEMENTAL WARRANTS

Mrs. Bensimon moved to approve Supplemental Warrants (see attached), seconded by Ms. White and unanimously carried.

XI. OTHER BUSINESS

Mr. Olney spoke of changes to the Employee's contract concerning staff vacation roll-over time. The Board agreed to allow staff to roll-over up to 10 unused vacation days into 2021 to be used by June 30th.

XII. DATES OF FUTURE MEETINGS

Thursday, November 19, 2020	10:00am	Regular Board Meeting
Thursday, December 17, 2020	10:00am	Regular Board Meeting

XII. ADJOURNMENT

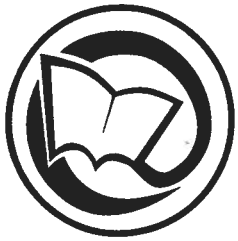
Mrs. Elsas moved to adjourn the meeting at 11:35am, seconded by Mrs. Bensimon and unanimously carried.

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, October 15, 2020, 10:00 AM** in the Board Conference Room. Toni Wu of Bayside CPA PLLC, library accountant, will be in attendance.

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. Discussion and acceptance of Auditor's Report on Examination (Motion required)
 - B. Approval of warrants (Motion required)
 - C. Acceptance of payroll registers (Motion required)
 - D. Review of monthly expenditures
 - E. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Revision of Approved Supplemental Warrants (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, November 19, 2020, 10:00 AM – Regular Board Meeting
Thursday, December 17, 2020, 10:00 AM – Regular Board Meeting
- XIII. Adjournment

X. Revision of Approved Supplementary Warrants
(Motion required)

Approval of the following payments in the Payroll/Supplementary Warrants:

Payroll

1. Net Payroll
2. Federal Withholding Tax*
3. Social Security and Medicare; employer and employee*
4. New York State Withholding Tax*
5. New York State Retirement 3%, Arrears, Loans*
6. Tax Sheltered Annuities – The Omni Group*
7. AFLAC*
8. Ameriflex – Flexible Spending Accounts*

* These are employee contributions which are deducted and forwarded on employees' behalf.

Supplementary

1. Payroll processing - PayPro
2. Utilities – National Grid, PSE&G, Suffolk County Water Authority, Northport Village Sewerage Fee
3. Insurances – Utica, NYSIF, NYSHIP, Standard Security, J.J. Stanis, Metlife, Brown & Brown
4. New York State Sales Tax
5. Bank card – WEX (Exxon/Mobil)
6. **Copier Leases – US Bank Equipment Finance, Marlin Capital Solutions**

PERSONNEL REPORT
Approval of the Following Personnel Matters
October 15, 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>
Tulia Carranza	PT Custodial Worker I/Step 1	Buildings & Grounds	10/16/20
Ashley Door	Page/\$13.00 hr.	Circulation – EN	10/19/20
Zarrah Razi	Page/\$13.00 hr.	Circulation – EN	10/19/20

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Olivia Vitale	Page/\$13.00 hr.	Children & Family Svc	09/23/20
Vincent Acovelli	Page/\$13.00 hr.	Circulation – EN	10/02/20

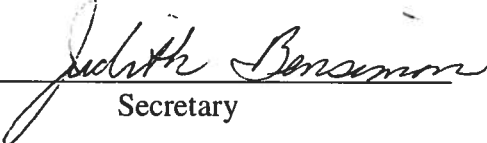
D. Retirement

<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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Report approved by Board of Trustees


 Secretary

**LIBRARY BOARD MEETING
10/15/2020**

ACCOUNTS PAYABLE

4218	\$275,639.29	Two Hundred Seventy Five Thousand, Six Hundred Thirty Nine Dollars, and Twenty Nine Cents
09/16/2020		
4219	\$190,356.24	One Hundred Ninety Thousand, Three Hundred Fifty Six Dollars, and Twenty Four Cents
10/01/2020		
4220	\$247,452.94	Two Hundred Forty Seven Thousand, Four Hundred Fifty Two Dollars, and Ninety Four Cents
10/15/2020		

PAYROLL REGISTERS

2282	\$193,317.65	One Hundred Ninety Three Thousand, Three Hundred Seventeen Dollars, and Sixty Five Cents
09/18/2020		
2283	\$191,534.76	One Hundred Ninety One Thousand, Five Hundred Thirty Four Dollars, and Seventy Six Cents
10/02/2020		