

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF APRIL 15, 2021

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, April 15, 2021.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:12am. Also present were Georganne White, 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

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 Regular Board meeting of March 23, 2021, as amended , seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$357,369.29, page 4239, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$ 74,259.64, page 4240 seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$187,255.05, page 2296, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. ACCEPTANCE OF RESULTS OF THE LIBRARY BUDGET VOTE AND ELECTION OF TRUSTEE

Mrs. Elsas moved to approve results of the Library Budget Vote and Election of Trustee, (see attached) seconded by Mrs. Bensimon and unanimously carried

VIII. COMMUNICATIONS

No Communications to report

IX. **DIRECTOR'S REPORT**

Administration

Results of votes held on April 6th as reported by public libraries in Suffolk County ranked our library as the one with the third highest number of affirmative votes and the fourth highest number of voters.

A colleague shared that they had divided the staff into two teams during the pandemic to minimize exposure and maximize the opportunity to keep the building open. After nine months, the staff in that library has gone from enjoying a family-like atmosphere to an atmosphere that is blame-finding, competitive, and at odds.

Roof replacement is scheduled to begin the week of May 17th, weather permitting. The Northport building will be closed during the removal of materials containing asbestos. All protocols for removal of hazardous materials will be in place and as an added measure of safety, the air inside the building will be monitored by an independent agency. When the building reopens, pedestrian access to the building will be limited to the Laurel Avenue entrance during periods when the crane is in use.

New York State passed its budget restoring library aid and library construction aid to 2019 funding levels.

Buildings and Grounds

A tree on the front lawn of the Northport building has been removed based on arborist recommendations and its proximity to the building.

The rusting natural gas pipe supplying the rooftop HVAC equipment has been sanded and painted.

All the carbon monoxide detectors have reached the end of their 5-year life and have been replaced. The replacements should have a 10-year life expectancy.

Network and Systems

A new Wi-Fi content filter has been installed requiring review and reconfiguration of all filter settings.

Following repeated difficulties with the current phone service (dial tone) provider the library will be switching to the company that services our phone equipment (hardware) to provide phone service as well.

Circulation

The circulation staff schedule has been particularly difficult with five clerks out with either COVID or COVID exposure. Those five are now healthy and back to work but three others are on leave, another has resigned, and three have decided to retire.

The Department Head attended a very timely program entitled *Leading Through Turbulent Times* which discussed change, transitions, letting go, and accepting the new.

Community Services

Current collaborations with the public libraries in the Town of Huntington include *Living Healthy Workshop*, Northwell Health programs, *Medicine Collection*, and *Document Shredding*.

Long Island's White Shark Research presented information about an abundance of sharks found in the waters off Long Island to 42 patrons in attendance. In 2015, a small group of researchers was the first to deploy a satellite tag on a juvenile great white shark off the south shore coastline. Over two subsequent summers, a partnership with OCEARCH enabled the tagging of an additional 20 white sharks near Montauk.

Forty-three patrons attended *Colon Cancer Awareness: What Everyone Should Know* presented by Dr. David Rivadeneira, Director of the Northwell Health Cancer Institute at Huntington, to learn more about colorectal cancer. Topics addressed included diagnosis, cutting-edge treatment technologies, risk-reducing strategies, and the importance of colonoscopies.

Simply Creative Chef Rob Scott celebrated the holiday season by demonstrating how to make traditional Irish soda bread to 32 patrons in attendance.

Adult and Teen Services

A review of language learning databases resulted in the selection of *Mango Languages* to replace *Rosetta Stone* when our license expires in April.

The *Adult Winter Reading Club* has concluded. Its 31 participants read a total of 216 books.

Introduction to Google Apps & Docs instructed 43 patrons on how to create a Google account and use the applications Calendar, Maps, Drive, Docs, and Sheets.

Teen volunteer opportunities continue to be popular. This month teens made dog biscuits for a local animal shelter and St. Patrick's Day wreaths for the residents of Atria in East Northport. Many of these wreaths now adorn both walkers and doors.

Children and Family Services

The Department Head presented a two-hour continuing education workshop for teachers in New York State sponsored by the Reading Specialist Council of Suffolk. Teachers from Buffalo, Utica, and Yonkers attended as well as local reading specialists. She provided excerpts from psychological studies related to the development of prejudicial attitudes in children, educator resources to organizations and publishers that provide lesson plans, diverse literature awards, and highlighted more than 80 children’s books that dealt with diversity.

X. PERSONNEL REPORT

Ms. White moved to approve “C. Resignations” in the personnel report, seconded by Mrs. Elsas and unanimously carried.

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

Mrs. Bensimon move to approve “E. Other” in the personnel report, seconded by Ms. White and unanimously carried

Xi. OTHER BUSINESS

Three letters were sent to the Board from Retiring staff members.

Circulation Services now has 6 vacant positions.

Mrs. Elsas moved to enter Executive Session to discuss staff contract, seconded by Ms. White and unanimously carried.

Mrs. Bensimon moved to end Executive Session and return to the regular meeting, seconded by Mrs. Elsas and unanimously carried.

XII. DATES OF FUTURE MEETINGS

Thursday, May 20, 2021	10:00am	Regular Meeting
Thursday, June 17, 2021	10:00am	Regular Meeting

XIII. ADJOURNMENT

Mrs. Elsas moved to adjourn the meeting at 12:02 pm, seconded by Mrs. Bensimon and unanimously carried.

Respectfully Submitted



Judith Bensimon
Secretary



Northport-East Northport Public Library

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Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, April 15, 2021, 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. Acceptance of results of the Library Budget Vote and Election of Trustee (Motion required)
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, May 20, 2021, 10:00 AM – Regular Meeting
Thursday, June 17, 2021, 10:00 AM – Regular Meeting
- XIII. Adjournment

LIBRARY BOARD MEETING

APRIL 15, 2021

ACCOUNTS PAYABLE

4239 03/31/21	\$357,369.29	Three Hundred and Fifty Seven Thousand Three Hundred and Sixty Nine Dollars & Twenty Nine Cents
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4240 04/15/21	\$ 74,259.64	Seventy Four Thousand Two Hundred and Fifty Nine Dollars & Sixty Four Cents
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PAYROLL REGISTER

2296 04/02/21	\$187,255.05	One Hundred and Eighty Seven Thousand Two Hundred and Fifty Five Dollars & Five Cents
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VII. Acceptance of results of Library Budget Vote and Election of Trustee
(Motion required)

I, CLAIRE J. SARSER, Clerk of the Special District Meeting of Northport-East Northport Public Library held on April 6, 2021, do hereby CERTIFY the following results of the voting on the proposed Library Budget 2020/2021 and to elect a Library Trustee for a term of five years.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

PROPOSITION NO. 1:

PROPOSED LIBRARY BUDGET

\$ 10,273,100

YES

281

NO

55

TOTAL VOTES CAST FOR BUDGET

336

TOTAL VOTES CAST FOR TRUSTEE

313

LIBRARY TRUSTEE

Margaret Hartough 306

Mei Ling Louie (write in) 1

Joe Sabia (write in) 1

Timothy Carew (write in) 1

Margaret (write in) 1

William Hynes (write in) 1

Fatass Alfi (write in) 1

Who else is running? (write in) 1



Claire J. Sarser, Clerk of the Special District Meeting

PERSONNEL REPORT

Approval of the Following Personnel Matters
April 15, 2021

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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C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Sarah Safonte	PT Library Clerk/Step 1	Circulation	04/30/21
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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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Claire J. Sarser	Associate Administrator/Step 20+1	Administration	10/21/21
Carol Senatore	Principal Library Clerk/Step 20+3	Technical Svcs	10/25/21
Teresa Reichert	Senior Library Clerk/Step 15	Circulation	10/28/21
Linda Garbarino	Library Clerk/Step 8	Circulation	10/29/21
Frances Byrne	Principal Library Clerk/Step 20+4	Circulation	12/27/21

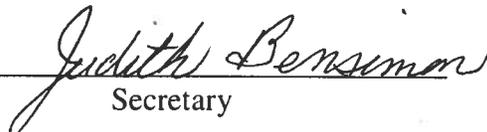
E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Request for Change of Status

Andrea Richeson	Permanent PT Librarian I*/Step 5 *presently full-time	Adult & Teen Svcs	06/01/21
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Report approved by Board of Trustees


Secretary