

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JULY 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, July 15, 2021.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:03am. Also present were Georganne White, Jacqueline Elsas, Judith Bensimon, Carolyn McQuade, Assistant Director Nancy Morcerf and Director James Olney

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Elsas moved to approve the agenda, seconded by Ms. McQuade and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. McQuade moved to approve minutes of Regular Board meeting of June 17, 2021, seconded by Ms. White and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Ms. White moved to approve warrant for \$267,683.93, page 4249, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$226,427.69, page 4250, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$330,438.38, page 4251, seconded by Ms. McQuade and unanimously carried.

B. Payroll Register

Ms. McQuade moved to approve payroll of \$189,224.35, page 2302, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$238,615.04, page 2303, seconded by Mrs. Bensimon and unanimously carried.

C. Review of Monthly Expenditure

D. Review of Statistical Summary

VII. COMMUNICATIONS

No Communication to Report

VIII. DIRECTOR'S REPORT

Administration

The change in mask requirements and removal of computer time limits has been well-received. The furniture that was stored in the Community Rooms to provide greater social distancing is being returned to the public areas. Some Plexiglas partitions will be removed and stored to accommodate greater capacity levels but some will remain to provide patrons a choice based on their comfort level. The partitions at the public service desks will remain at this time.

The air conditioner compressor that provides cooling to the Children's room in the Northport building failed following its removal and reinstallation during the roof project. The air conditioning units serving the adjoining areas, combined with fans, are helping to compensate until the damaged compressor is replaced.

The Library Friends have agreed to purchase daffodil bulbs to plant this fall in the Library Courtyard in Northport and at the back of the building in East Northport.

Buildings and Grounds

The contracts for the new cleaning companies began in July. Buildings and Grounds personnel are working with the cleaners to familiarize them with the building and guide them in areas needing special attention.

Customer Service and Materials Management

The use of the self-check terminals continues to increase and 108 residents applied for library cards during the last month.

Community Services

The *Community of Hearts* project has been launched with an initial distribution of more than 200 kits. A few works of art have already been returned.

The document shredding event scheduled on June 12 was well attended. Actually, too well attended. Some patrons arrived an hour early and soon cars were backed up on Laurel Avenue in both directions. Beeping and yelling ensued and the scheduled traffic control requested from the police department arrived late resulting in even more confusion. This event has become so popular that it has out-grown the size of the school parking lot creating an unsafe environment in which to host this event. In the future, we will direct patrons to shredding events hosted by the Town of Huntington and other neighboring libraries.

Electric Vehicles 101 provided 40 potential buyers with the basics about electric vehicles (EVs) and with an opportunity to ask EV owners why they chose to go electric and what it was really like to drive an EV.

Adult and Teen Services

The Department Head attended the Northport-East Northport Drug and Alcohol Task Force Meeting and Crab Meadow Beach Clean Up. After collecting the litter in a popular secluded area, they divided what they had found into three main categories: alcohol (mainly sweetened/fruit-flavored favored by younger drinkers), smoking (vape cartridges, and nitrous oxide cartridges), and garbage.

Children and Family Services

The *Paws to Read* program was held in the Library Courtyard with fourteen patrons in attendance. This was our first in-library program with many of the participants reminiscing about pre-pandemic library events.

One of our part-time librarians employed their beekeeping knowledge in creating activity packets called *Birds, Bees, Bats: The Power Pollinators* which have been distributed to 190 children in the community.

The Little Prince inspired an international union. An American visiting Paris began a romance with a French citizen by exchanging quotes from *The Little Prince* which resulted in their Little Prince-themed wedding. Fast forward a few years to a recent visit by this couple from Brooklyn, with their daughter, for a photo opportunity with the statue of *The Little Prince* in the *Library Courtyard*.

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 Mrs. Elsas and unanimously carried.

X. AUTHORIZATION OF SOLAR PANEL PROJECT

Mrs. Elsas moved to authorize Solar Panel Project (see attached), seconded by Ms. McQuade and unanimously carried.

XI. SOLAR PANEL PROJECT-TYPE II

Ms. McQuade moved to approve Solar Panel Project-Type II (see attached), seconded by Ms. White and unanimously carried.

XII. ADDITIONAL LIBRARY CLOSINGS

Ms. White moved to approve additional Library closings (see attached), seconded by Mrs. Bensimon and unanimously carried.

XIII. MOTION TO CONVENE IN EXECUTIVE SESSION

Mrs. Elsas moved to convene in Execution Session at 11:30am to discuss staff contract, seconded by Ms. White and unanimously carried.

Mrs. Bensimon moved to exit Executive Session at 12:25pm, seconded by Mrs. Elsas and unanimously carried.

XIV. OTHER BUSINESS

The Library received a thank you from a former patron who years ago was in a difficult situation and found a brochure posted in the Library to get the help she needed.

XV. DATES OF FUTURE MEETINGS

Thursday, August 19, 2021	10:00am	Regular Meeting
Thursday, September 23, 2021	10:00am	Regular Meeting

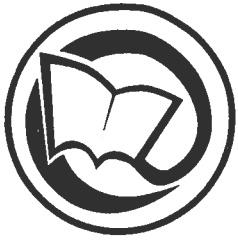
XVI. ADJOURNMENT

Ms. McQuade moved to adjourn the meeting at 12:26, seconded by Ms. White 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, July 15, 2021**, following the Reorganizational Meeting 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. Authorization of solar panel project (Motion required)
- XI. Solar panel project – Type II Action (Motion required)
- XII. Additional library closings (Motion required)
- XIII. Motion to convene in Executive Session to discuss staff contract (Motion required)
- XIV. Other Business
- XV. Date of next library board meetings:
Thursday, August 19, 2021, 10:00 AM – Regular Board Meeting
Thursday, September 16, 2021, 10:00 AM – Regular Board Meeting
- XVI. Adjournment

PERSONNEL REPORT

Approval of the Following Personnel Matters
July 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>
Peyton Brill	Page/\$14.00	Children & Family Svcs	07/19/2021
Justin Choi	Page/\$14.00	Children & Family Svcs	07/19/2021
Sarah Safonte	PT Library Clerk/Step 1	Customer Svc & Mtrls	07/19/2021

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Molly Hoffman	Page/\$14.00 hr.	Children & Family Svcs	07/30/2021
Sarah Monroy	Page/\$14.00 hr.	Children & Family Svcs	07/30/2021

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

X. Authorization of solar panel project (Motion required)

RESOLUTION – AUTHORIZATION OF PROJECT

Proposed Solar Panel Installation

The Board of Trustees of the Northport-East Northport Public Library authorize proceeding with the Photovoltaic System Project, and further authorizes the use of funds assigned for Capital Improvement to facilitate implementation.

XI. Solar panel project – Type II Action (Motion required)

RESOLUTION – TYPE II ACTION

Proposed Solar Panel Installation

WHEREAS, the Board of Trustees of the Northport-East Northport Public Library (the “Board of Trustees”) is proposing to install a photovoltaic (solar) panel system on the roof at the Northport Public Library located at 151 Laurel Avenue, Northport, New York 11768 (hereinafter the “proposed action”); 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 as to the proper classification of the proposed action; and

WHEREAS, the proposed action at Northport Public Library specifically includes the installation of a 40-kilowatt photovoltaic (solar) panel system on a portion of the roof; and

WHEREAS, pursuant to 6 NYCRR §§ 617.5(c)(1)(2) and (15) 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”; “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings...”; and “installation of solar energy arrays on an existing structure...” that is not listed or eligible for listing in the National or State Register of Historic Places or within a listed or eligible district, 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)(2) and (15) of the implementing regulations of the State Environmental Quality Review Act, and will, therefore, by definition, have no significant adverse impacts on the environment.

XII. 2021 Additional Library Closings (Motion required)

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2021 Additional Library Closings

East Northport Festival

September 10, 2021 (Friday)

East Northport Building Close at 5:00 PM

September 11, 2021 (Saturday)

East Northport Building Close all day

Cow Harbor Weekend

September 18, 2021 (Saturday)

Northport Building Open at 12:00 Noon