

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

BUDGET MEETING OF DECEMBER 16, 2021

The Budget Work Session of the Board of Trustees of the Northport-East Northport was held in the Northport Library Conference Room on Thursday, December 16, 2021.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:04am. Also present were Jacqueline Elsas, Carolyn McQuade, Georganne White, Judith Bensimon, Assistant Director Nancy Morcerf and Director James Olney.

II. ADOPTION OF THE AGENDA

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

III. REVIEW AND DISCUSSION OF PROPOSED LIBRARY BUDGET 2022/2023.

IV. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 11:05am, seconded by Ms. White 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 **Budget Work Session** of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, December 16, 2021, at 10:00 AM** in the Board Conference Room.

A G E N D A

- I. Call to Order
- II. Adoption of Agenda (Motion required)
- III. Review and discussion of proposed Library Budget 2022/2023
- IV. Adjournment

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF DECEMBER 16, 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, December 16, 2021.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 11:07am. Also present were Jacqueline Elsas, Carolyn McQuade, Georganne White, Judith Bensimon, Assistant Director Nancy Morcerf, and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Ms. McQuade 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 November 18, 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 \$310,649.25, page 4266, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$194,847.56, page 4267, seconded by Ms. McQuade and unanimously carried.

Ms. McQuade moved to approve warrant for \$94,849.87, page 4268, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$192,337.94, page 2314, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$203,423.03, seconded by Mrs. Bensimon and unanimously carried.

C. Review of Monthly Expenditure

D. Review of Monthly Statistics

VII. COMMUNICATIONS

No Communication to Report

VIII. DIRECTOR'S REPORT

Administration

The physical limitations created by a roof penetration and safety setbacks has limited the proposed solar array to the maximum power generation as allowed by PSEG.

The library's new website launched after many months of interdepartmental collaboration coordinated by our internet services librarians. Program data clerks from each department tirelessly entered program records into the old registration module and new web-registration portal during this transition period.

The Town of Huntington has completed the installation of new playground equipment adjacent to the East Northport building.

Adult and Teen Services

Training began for our two new part-time librarian trainees. They are both settling in well as each continue their studies while juggling two part-time jobs.

SeniorNet: Buying a New TV helped our patrons make a more informed purchase. Twenty-three patrons planning on purchasing a new TV learned about the many considerations: smart TV or regular, size of screen, refresh rate, internet and external appliance compatibility (Roku, Fire TV), price, and numerous other factors.

Companies from several different industries were available to discuss job opportunities to 52 *Job Fair* participants sponsored by the Suffolk County One-Stop Employment Center.

The Library hosted a fall blood drive sponsored by Long Island Blood Services resulting in 37 donors.

Children and Family Service

The *Thinking Money for Kids* exhibit, now on display at the St. Mary's County Library in Maryland, was a huge success with 913 patrons participating in this financial literacy experience at the Northport building.

Attitude of Gratitude packets containing fun ideas and games to help kids identify what they are grateful for and ways to express thanks were provided to 70 patrons.

Patrons (125 participants) used their math skills in the *Scavenger Hunt: What Pet Should I Get?* by finding currency clings throughout the children's room to find the exact denomination to buy a specific pet.

Community Services

The library has added the *Quogue Wildlife Refuge* to its collection of museum passes. The *Quogue Wildlife Refuge* is a 305-acre non-profit nature preserve that was founded in 1934 and is home to diverse wildlife. Open 365 days a year from sunrise to sunset, you can enjoy walking seven miles of trails to explore diverse habitats including forests and ponds, as well as the ecologically rare Dwarf Pines in the Pine Barrens.

AARP of Huntington placed American flags around the exterior flagpoles at both buildings in recognition of Veterans Day.

The *Ink Stories* exhibit was on loan for display at the Elwood Public Library during the month of November. This is the third event space to host this exhibit.

Friends sponsored an author visit with Tricia Foley for 26 patrons in attendance. Author and designer Tricia Foley talked about her new book, *A Summer Place: Living by the Sea*. The book features beautiful photography of homes in the seaside community of Bellport-Brookhaven where Ms. Foley resides.

Thirty-eight patrons learned how to improve their storytelling skills. Professional storyteller Terry

Wolfisch Cole of *NPR's Tell Me Another* taught patrons how to engage across the generations. The session included an opportunity to hear Terry tell a story as well as tips and tricks for effective storytelling

Customer Service and Materials Management

Easing supply chain issues have provided the library with a breadth of new print materials for the collection.

Network and Systems Services

Communication continues with Verizon to correct the contract for our FiOS Internet service and refund the library for the e-rate discounts owed.

A FOIL request for documentation regarding a 2020 fiber optic contract was fulfilled.

IX. PERSONNEL REPORT

Ms. McQuade moved to approve "A. Salary Increase" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve "B. New Employee" in the personnel report, seconded by Ms. White and unanimously carried.

Ms. White moved to approve "C. Resignations" in the personnel report, seconded by Mrs. Bensimon and unanimously carried.

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

X. APPROVAL TO PRESENT PROPOSED LIBRARY BUDGET 2022/2023 TO THE COMMUNITY ON APRIL 5, 2022

Ms. McQuade moved to approve the presentation of proposed Budget to the Community on April 5, 2022, (see attached) seconded by Mrs. Elsas and unanimously carried.

XI. OTHER BUSINESS

The Library Staff Association will be notified of the Board of Trustee's acceptance to extend the existing contact

XII. DATES OF FUTURE MEETING

Thursday, January 20, 2022	10:00am	Regular Board Meeting
Thursday, February 17, 2022	10:00am	Regular Board Meeting

XIII. ADJOURNMENT

Mrs. Bensimon moved to adjourn meeting at 12:15pm, seconded by Ms. White and unanimously carried

Respectfully Submitted



Judith Bensimon
Secretary



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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, December 16, 2021, 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 2022/2023 to the Community on April 5, 2022 (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, January 20, 2022, 10:00 AM – Regular Board Meeting
Thursday, February 17, 2022, 10:00 AM – Regular Board Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING
DECEMBER 16, 2021**

ACCOUNTS PAYABLE

4266 11/24/21	\$310,649.25	Three Hundred & Ten Thousand Six Hundred and Forty Nine Dollars & Twenty Five Cents
4267 12/08/21	\$194,847.56	One Hundred & Ninety Four Thousand Eight Hundred and Forty Seven Dollars & Fifty Six Cents
4268 12/16/21	\$94,849.87	Ninety Four Thousand Eight Hundred and Forty Nine Dollars & Eighty Seven Cents

PAYROLL REGISTER

2314 11/26/21	\$192,337.94	One Hundred and Ninety Two Thousand Three Hundred and Thirty Seven Dollars & Ninety Four Cents
2315 12/10/21	\$203,423.03	Two Hundred and Three Thousand Four Hundred and Twenty Three Dollars & Three Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
December 16, 2021

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Michelle DeNunzio	Café Worker/\$15.50 hr.	Community Services	12/31/21
Florence Gorman	Café Worker/\$15.50 hr.	Community Services	12/31/21
Diane Hood	Café Worker/\$15.50 hr.	Community Services	12/31/21
Kathleen Kelly	Café Worker/\$15.50 hr.	Community Services	12/31/21
Jill Krahel	Café Worker/\$15.50 hr.	Community Services	12/31/21
Celia LaNovara	Café Worker/\$15.50 hr.	Community Services	12/31/21
Barbara Minogue	Café Worker/\$15.50 hr.	Community Services	12/31/21
Lynn Murray	Café Worker/\$15.50 hr.	Community Services	12/31/21
Anna Allacco	Page/\$15.00 hr.	Adult & Teen Svcs	12/31/21
Donna Babich	Page/\$15.00 hr.	Children & Family Svcs	12/31/21
Peyton Brill	Page/\$15.00 hr.	Children & Family Svcs	12/31/21
Grace Burkart	Page/\$15.00 hr.	Adult & Teen Svcs	12/31/21
Jushin Choi	Page/\$15.00 hr.	Children & Family Svcs	12/31/21
Bailee Faye Cody	Page/\$15.00 hr.	Children & Family Svcs	12/31/21
Nicholas Crafa	Page/\$15.00 hr.	Children & Family Svcs	12/31/21
Alexa Cubicciotti	Page/\$15.00 hr.	Children & Family Svcs	12/31/21
Francesca DeRosa	Page/\$15.00 hr.	Adult & Teen Svcs	12/31/21
Ashley Door	Page/\$15.00 hr.	Adult & Teen Svcs	12/31/21
Leonardo Eng	Page/\$15.00 hr.	Children & Family Svcs	12/31/21
Lisa Frisoli	Page/\$15.00 hr.	Adult & Teen Svcs	12/31/21
Mary McGlone	Page/\$15.00 hr.	Adult & Teen Svcs	12/31/21
Joseph Monroy	Page/\$15.00 hr.	Adult & Teen Svcs	12/31/21
Jules Bao-Yen Nguyen	Page/\$15.00 hr.	Children & Family Svcs	12/31/21
Lisa Olivieri	Page/\$15.00 hr.	Children & Family Svcs	12/31/21
Michael Prinzo	Page/\$15.00 hr.	Adult & Teen Svcs	12/31/21
Zarrah Razi	Page/\$15.00 hr.	Children & Family Svcs	12/31/21
Grace Reuschle	Page/\$15.00 hr.	Adult & Teen Svcs	12/31/21
Angelina Singotiko	Page/\$15.00 hr.	Adult & Teen Svcs	12/31/21
Kelley Swierupski	Page/\$15.00 hr.	Children & Family Svcs	12/31/21
Corinne Wolk	Page/\$15.00 hr.	Adult & Teen Svcs	12/31/21

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
James Noonan	PT Library Clerk/Step 1	Customer Svc & Mtrls	01/10/22
Kerri Razzi	PT Library Clerk/Step 1	Customer Svc & Mtrls	01/10/22

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Elliot Macolino	PT Library Clerk/Step 1	Customer Svc & Mtrls	12/06/21

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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Promotions

Jibrán Babar	Custodial Worker I/Step 1	Buildings & Grounds	01/03/22
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Request for Leave of Absence

Kathleen Kelly	Café Worker/\$14.50 hr.	Community Services	12/30/21 – 05/15/22
Denise Makowski	PT Librarian I/Step 1	Children & Family Svcs	01/03/22 – 03/01/22

Report approved by Board of Trustees


Secretary