

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF MARCH 14, 2024

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, March 14, 2024.

I. CALL TO ORDER

President Carolyn McQuade called the meeting to order at 10:01am. Also present were Michelle Glennon, Lisa Herskowitz, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice were Margaret Hartough and Jaqueline Elsas.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Glennon moved to approve the agenda, as amended, seconded by Mrs. Herskowitz and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

Nicole Rossano, a Children's Librarian at the Smithtown Library, attended the Board meeting as part of a college course she is taking at LIU.

V. MINUTES OF PREVIOUS MEETING

Mrs. Herskowitz moved to approve minutes of Board Meeting, February 22, 2024, as amended, seconded by Mrs. Glennon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Glennon moved to approve warrant for \$304,018.22 page 4358, seconded by Mrs. Herskowitz and unanimously carried.

Mrs. Herskowitz moved to approve warrant for \$202,772.54 page 4359, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$296,598.66 page 4360, seconded by Mrs. Herskowitz and unanimously carried.

B. Payroll Register

Mrs. Herskowitz moved to approve payroll of \$200,253.60 page 2377, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$198,238.11-page 2378, seconded by Mrs. Herskowitz and unanimously carried.

C. Review of Monthly Expenditures.

D. Review of Statistical Summary.

E. Acceptance of *New York State Annual Report for Public and Association Libraries*

Mrs. Herskowitz moved to approve *New York State Annual Report for Public and Association Libraries*, seconded by Mrs. Glennon and unanimously carried.

VII. COMMUNICATIONS

No Communications to Report.

VIII. DIRECTOR'S REPORT

Administration

We had the first official use of our alert system following a recent snowstorm. The *DialMyCalls* software performed as expected and provided real-time status of each email, text, and voice message that was sent.

The Suffolk Cooperative Library System has added a subscription called *CollegeNow* which is a product of *Brainfuse*. This online resource, accessible from home, provides assistance for every step of the college admissions process, including live counselors and essay review via their writing lab, as well as application, admissions interview, and financial aid resources.

The library has agreed to contract with *Family Service League* to provide a social worker for seven hours a week in our library buildings. The next step is for *Family Service League* to find the right candidate so that this service can be implemented.

We have had a few incidents of vandalism at the East Northport building. The damage has consisted of spray paint on both public and private property. The incidents have been reported to authorities and we are cooperating with other agencies. Library Building and Grounds staff have been rather successful in removing the spray paint from library property.

Adult and Teen Services

The *Northport-East Northport Drug and Alcohol Task Force* Networking Bash, attended by librarians from the Adult & Teen Services Department, provided an opportunity to highlight library resources to 85 patrons from various sectors to promote upcoming library programs, learn about resources, and explore opportunities to work together.

Librarians from the Adult & Teen Services Department attended a presentation on homelessness and libraries. A representative from the *Long Island Coalition for the Homeless* spoke about ways to communicate with people experiencing homelessness and the process of navigating and accessing services, and the resources available for staff and patrons.

Fifty-three teen volunteers helped to send smiles by decorating postcards with jokes and drawings that were sent to *Sending Smiles*, an organization that helps cheer up sick children across the country.

Buildings and Grounds

Repairs to the fireplace in East Northport have been completed. Now the fireplace in Northport needs service.

The 3M book detection gates have been removed from the entrance at the East Northport building and are in the process of being removed at Northport. These gates have been inoperable for some time and have become fragile with age creating a potential hazard. This has resulted in a more expansive and welcoming entrance in both buildings.

Children and Family Services

The *Year of the Dragon* drop-in program provided dragon-themed crafts for 47 patrons and *Disney Karaoke* had 31 patrons test their vocal abilities, some while modeling their Disney attire.

The annual *Design a Bookmark Contest* reception recognized the twelve artists whose works will adorn the library's newsletter and support the themes for the next twelve months of bookmarks. Over 100 patrons attended the reception followed by a drawing lesson for the budding young artists.

Community Services

Professor Thomas Germano presented a visual lecture of *Van Gogh in Auvers: His Final Months* to 41 patrons. This lecture covered the period from May 1890 until his death in July of the same year when he lived in the French village of Auvers-sur-Oise, near Paris. He was tremendously productive during those months and made several of his most renowned masterpieces including *Wheatfield with Crows*, *Portrait of Dr. Gachet*, and *The Church at Auvers*.

Lou Del Bianco portrayed Abraham Lincoln as Civil War president, frontiersman, and storyteller in his presentation called *Abraham Lincoln: From Rail splitter to President*. Lincoln's values—honesty, love of family, thirst for education, sense of justice, and perseverance—shone through to the 53 patrons in attendance.

After the Revolutionary War ended on September 3, 1783, one of George Washington's first acts as the new president was to come to Long Island to thank those who had helped in the defeat of the British. Fifty-seven patrons joined Eco-Photo Explorers as they traced the route of the "Grand Tour" and shared stories about Washington's visit.

There has been an interest among other public libraries in Suffolk County to borrow our collection of framed *Playbill* covers to display. The first libraries to request this collection are Lindenhurst, Huntington, Smithtown, Rogers Memorial, and Hauppauge.

Splish Splash Water Park will again be offering a discount code for library patrons to purchase tickets. Last year, patrons using our discount code, at no cost to the library, purchased 118 tickets.

The Library Café beverage refrigerator in Northport unexpectedly dropped to a freezing temperature one night after closing causing a number of plastic bottles and soda cans to burst. After cleaning, the preset-temperature was raised and it has been fine since.

Customer Service and Materials Management

The *Suffolk Cooperative Library System* deleted library cards of patrons in the county that have not placed holds, checked out items, or used any resources requiring barcode authentication since before January 2021. This resulted the deletion of 2,586 Northport-East Northport Public Library cards.

BetterWorldBooks reported they were able to sell or donate 147 books that we could no longer use. The remainder of the books we sent were recycled yielding 97% as usable fiber resulting in the saving of eighteen trees.

Network and Systems

The media switch in the East Northport Community Room suddenly stopped working. Fortunately, the program that was scheduled to use the equipment could be relocated into the study room on the main floor. This was made possible by staff's quick thinking and the recent installation of a large multimedia touch-sensitive screen in the study room.

The library is due to renew its Office 365 licenses, which we use for e-mail, and is free to educational institutions. There is some concern as to whether we will continue to qualify for their free email service as Microsoft has changed their policy and libraries no longer qualify as educational institutions.

Broadcom recently purchased VMware, the makers of the software we use extensively on our servers. They have since announced fundamental changes as to how their software will be licensed which will likely make it far too expensive for us to continue using. The Network & Systems Department Head is currently evaluating alternative solutions.

IX. PERSONNEL REPORT

Mrs. Glennon move to approve "B. New Employees" in the personnel report, seconded by Mrs. Herskowitz and unanimously carried.

Mrs. Herskowitz moved to approve "C. Resignations" in the personnel report, seconded by Mrs. Glennon and unanimously carried.

X. LIBRARY CREDIT CARD POLICY

Mrs. Glennon moved to approve Library Credit Card Policy, (see attached) seconded by Mrs. Herskowitz and unanimously carried.

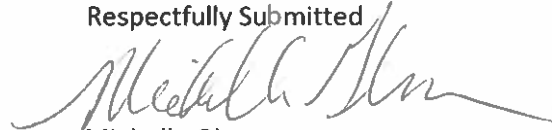
XI. OTHER BUSINESS
No Other Business to Report

XII. FUTURE MEETINGS

Tuesday, April 2, 2024	7:30pm	Public Information Meeting
Tuesday, April 16, 2024	9:00am-9:00pm	Library Vote & Trustee Election
Thursday, April 18, 2024	10:00am	Regular Board Meeting
Thursday, May 16, 2024	10:00am	Regular Board Meeting

XV. ADJOURNMENT
Mrs. Herskowitz moved to adjourn meeting at 11:23am, seconded by Mrs. Glennon and unanimously carried.

Respectfully Submitted



Michelle Glennon

Secretary

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

PUBLIC INFORMATION MEETING APRIL 2, 2024

The Public Information Meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Community Room on Tuesday, April 2, 2024.

I. CALL TO ORDER

President Carolyn McQuade called the meeting to order at 7:35pm. Also present were Jacqueline Elsas, Michelle Glennon, Lisa Herskowitz, Director James Olney and Assistant Director Nancy Morcerf. Absent with prior notice was Margaret Hartough.

II. PERIOD FOR PUBLIC EXPRESSION

Three members of the public attended including trustee candidate Javanica Stock. James Olney and Nancy Morcerf presented information about the library services and budget proposal and answered several questions.

III. ADJOURNMENT

President Carolyn McQuade moved to adjourn meeting at 8:15 pm, seconded by Mrs. Elsas and unanimously carried.

Respectfully submitted,



Michelle Glennon
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, March 14, 2024, 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
 - E. Acceptance of New York State Annual Report for Public and Association Libraries – 2023 (Motion required)
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Library Credit Card Policy (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
 - Tuesday, April 2, 2024, 7:30 PM – Public Information Meeting
 - Tuesday, April 16, 2024, 9:00 AM – 9:00 PM – Library Vote & Election of Trustee(s)
 - Thursday, April 18, 2024, 10:00 AM – Regular Meeting
 - Thursday, May 16, 2024, 10:00 AM – Regular Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING
MARCH 14, 2024**

ACCOUNTS PAYABLE

4358 2/14/24	\$304,018.22	Three Hundred & Four Thousand and Eighteen Dollars & Twenty Two Cents
4359 2/28/24	\$202,772.54	Two Hundred & Two Thousand Seven Hundred & Seventy Two Dollars & Fifty Four Cents
4360 3/14/24	\$296,598.66	Two Hundred & Ninety Six Thousand Five Hundred and Ninety Eight Dollars & Sixty Six Cents

PAYROLL REGISTER

2377 1/19/24	\$200,253.60	Two Hundred Thousand Two Hundred and Fifty Three Dollars & Sixty Cents
2378 3/1/24	\$198,238.11	One Hundred & Ninety Eight Thousand Two Hundred & Thirty Eight Dollars & Eleven Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
March 14, 2024

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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Jennifer Halpern	PT Library Clerk/Step 1	Customer Svc & Mtrls	03/18/24
Denise Casale	PT Library Clerk/Step 1	Customer Svc & Mtrls	03/25/24
Patricia Botter	PT Library Clerk/Step 1	Customer Svc & Mtrls	04/01/24
Elyse Farabaugh	Page/\$15.80 hr.	Adult & Teen Svcs	03/18/24

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Adam Razi	Page/\$15.80 hr.	Children & Family Svcs	03/11/24
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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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E. Other

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Effective Date</u>
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Report approved by Board of Trustees


Secretary



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LIBRARY CREDIT CARD POLICY

The Board of Trustees of the Northport-East Northport Public Library has approved the establishment of a corporate credit account with the First National Bank of Long Island with a credit limit not to exceed \$10,000.

Designated staff members, limited to the Library Director and their designees will be permitted to use the corporate credit card with the understanding that it is to be used for library purchases only. At no time may it be used for personal purchases.

The library credit card will be kept in the Administrative Office at all times but may be signed out by an employee once a purchase(s) has been authorized. The card must be returned to the Administrative Office and signed back in after purchase(s) are completed. Without exception, employees must obtain receipts from vendors from all purchases made and submit them to the Administrative Office. The library reserves the right to request that the employee obtain a copy of any receipt that has not been submitted but appears on the monthly statement. If the employee cannot provide the receipt, the employee may be held personally liable for the expense.