

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF APRIL 21, 2022

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 21, 2022.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:00am. Also present were Jacqueline Elsas, Michelle Glennon, Georganne White, Judith Bensimon, Assistant Director Nancy Morcerf, Director James Olney, and Library Attorney Andrew Martingale.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. OATH OF OFFICE

Attorney Andrew Martingale administered the Oath of Office to Trustee Michelle Glennon.

V. PERIOD FOR PUBLIC EXPRESSION

VI. MINUTES OF PREVIOUS MEETINGS

Ms. White moved to approve minutes of the Regular Board meeting of March 22, 2022, seconded by Mrs. Bensimon and unanimously carried.

VII. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$243,297.35, page 4279, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$182,971.33, page 4280, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$119,431.33, page 4281, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$365,309.00, page 4282, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$239,552.19, page 2324, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$181,694.60, page 2325, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$183,691.57 page 2326, seconded by Ms. White and unanimously carried.

C. Review of Monthly Expenditure

D. Review of Statistical Summary

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

Ms. White moved to approve results of the Library Budget vote and election of Trustee, (see attached) seconded by Mrs. Bensimon and unanimously carried.

IX. COMMUNICATIONS

The Board received an invitation from the McGrail family for a Celebration of Life Service for our former Trustee Betsy McGrail on Friday May 13, 2022. The Library will have a tree planting ceremony in honor of Betsy on Saturday May 14, 2022.

DIRECTOR'S REPORT**Administration**

Staff are strongly encouraged not to report to work if they are not feeling well. It is much easier covering for one unexpected absence than for the whole department once germs are shared with colleagues.

On the day of the annual library vote, 63 patrons took the opportunity to complete a voluntary exit poll. The majority of the respondents (54) supported the budget and a few of the 26 written comments are listed below:

- Love the library and the staff. Excellent resources!
- ...a great public service and should never be under estimated for all it does.
- Excellent facility and staff.
- I feel the library offers excellent services, I am very grateful for all your efforts!
- Love, love, love our libraries – our local treasure!
- Our library is the BEST bargain in town. It is such an asset and our family appreciates this valuable resource. It addresses the cultural needs of our community and is a true information center and hub. We're happy more is opening on site. Keep up the great work.
- Couldn't live without our library services.
- Well done.

The New York State budget provides a \$5.5M increase in Library Aid to \$99.6M that primarily benefits the state's library systems. There is no increase to the \$34M in annual Library Construction Aid.

The public libraries in the Town of Huntington have gathered historical items relating to libraries for a display in town hall. To encourage residents to visit all the public libraries in the Town of Huntington a *Summer Library Quest* has been created.

Adult and Teen Services

The library received at-home COVID-19 rapid test kits through Suffolk County. The tests are available on a first-come, first-served basis and are limited to two boxes per person. Availability

has been announced through signs at the public service desks, social media posts, a website banner, and at select programs.

Twenty-nine flags were collected in the American Legion Flag Drop Box so that they could be properly retired.

All About Amazon Prime taught 52 patrons all they could do with a Prime membership, from music, books, videos, photo storage, same-day delivery, to shopping discounts, and more.

The *Volunteer Fair* brought in 83 patrons to meet with representatives from 25 organizations.

Buildings and Grounds

PSEG's subcontractor removed the tree located in the Library Courtyard due to its proximity to the power lines.

The Northport Café and East Northport Gallery have been repainted. The East Northport Café is the next area scheduled to be painted.

Children and Family Services

Staff are exploring the *Oceans of Possibilities* in preparation for this year's Summer Reading Club (SRC) theme. They are excited to be meeting in-person with the students at the schools to kick-off this year's SRC.

The *Graphic Novel Club* launched with 10 children who read *El Deafo* by Cece Bell and learned about the author's creative process then concluded with a drawing tutorial.

The *Moms' Group* returned to in-person sessions after a couple of years of meeting exclusively on Zoom. It was great for the moms and children to once again connect and socialize "in real life."

Community Services

A number of borrowing bags were purchased to replace those that have been discarded due to permanent stains or just because they were worn out during the seven years since this service began.

Twenty-three patrons learned how to care for a caregiver. Alzheimer's caregivers frequently experience high levels of stress and burden, and taking care of a caregiver is one of the most important things. A representative from Parker Jewish Institute discussed techniques and tips on taking time to de-stress, build an Alzheimer's support network, and use respite care.

Andrea Wozny, local filmmaker and director, featured a screening of her documentary film *Bagpipes Calling* for 40 patrons in attendance. The film celebrated the Celtic spirit through the members of a lively bagpipe band from Long Island. Weaving together music, history, and culture, this documentary captured a behind-the-scenes experience of life in the band during its most festive season.

Customer Service and Materials Management

Portable speakers have been added to the circulating collection. They are being offered as an accessory to the library's Playaway devices. These speakers are ideal for trips in the car so that everyone can enjoy stories simultaneously or when earbuds are just not an option.

Network and Systems

New scanning stations have been installed in both the Northport and East Northport buildings. It was determined not to use the time-management software on these stations to make them more accessible; staff will monitor usage to ensure patron queuing does not become an issue.

XI. PERSONNEL REPORT

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

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

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

XII. REVISION OF THE CODE OF ETHICS OF THE NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Mrs. Elsas moved to approve revision of the Code of Ethics of the Northport-East Northport Public Library (see attached), seconded by Mrs. Glennon and unanimously carried.

XIII. ADDITIONAL LIBRARY CLOSINGS 2022

Mrs. Glennon moved to approve additional Library closings 2022 (see attached), seconded by Ms. White and unanimously carried.

XIV. OTHER BUSINESS

No Other Business to report.

XV. DATES OF FUTURE MEETINGS

Thursday, May 19, 2022	10:00am	Regular Meeting
Thursday, June 16, 2022	10:00am	Regular Meeting

XVI. ADJOURNMENT

Ms. White moved to adjourn meeting at 11:27 am, seconded by Mrs. Bensimon and unanimously carried.

Respectfully Submitted

A handwritten signature in blue ink that reads "Judith Bensimon". The signature is written in a cursive style with a large initial "J".

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, April 21, 2022, at 10:00 AM** in the Board Conference Room.

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Oath(s) of Office: Andrew Martingale to Michelle Glennon, Trustee.
- V. Period for Public Expression
- VI. Minutes of previous meeting (Motion required)
- VII. 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
- VIII. Acceptance of results of the Library Budget Vote and Election of Trustee (Motion required)
- IX. Communications
- X. Director's Report
- XI. Personnel Report (Motion required)
- XII. Revision of the Code of Ethics of the Northport-East Northport Public Library (Motion required)
- XIII. 2022 Additional Library Closings (Motion required)
- XIV. Other Business
- XV. Date of next library board meetings:
Thursday, May 19, 2022, 10:00 AM – Regular Meeting
Thursday, June 16, 2022, 10:00 AM – Regular Meeting
- XVI. Adjournment

**LIBRARY BOARD MEETING
APRIL 21, 2022**

ACCOUNTS PAYABLE

4279 3/16/22	\$243,297.35	Two Hundred Forty Three Thousand Two Hundred Ninety Seven Dollars & Thirty Five Cents
4280 3/30/22	\$182,971.33	One Hundred & Eighty Two Thousand Nine Hundred and Seventy One Dollars & Thirty Three Cents
4281 4/21/22	\$119,431.33	One Hundred and Nineteen Thousand Four Hundred and Thirty One Dollars & Thirty Three Cents
4282 4/13/22	\$365,309.00	Three Hundred and Sixty Five Thousand Three Hundred and Nine Dollars & Zero Cents

PAYROLL REGISTER

2324 3/18/22	\$239,552.19	Two Hundred and Thirty Nine Thousand Five Hundred and Fifty Two Dollars & Nineteen Cents
2325 4/1/22	\$181,694.60	One Hundred and Eighty One Thousand Six Hundred and Ninety Four Dollars & Sixty Cents
2326 4/15/22	\$183,691.57	One Hundred and Eighty Three Thousand Six Hundred and Ninety One Dollars & Fifty Seven Cents

I, Frances Byrne, Clerk of the Special District Meeting of Northport-East Northport Public Library held on April 5, 2022, do hereby CERTIFY the following results of the voting on the proposed Library Budget 2022/2023 and to elect (2) members to the Board of Trustees : one for a term commencing immediately upon election and ending on June 30, 2023; the other to a five-year term commencing July 1, 2022 and ending on June 30, 2027.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

PROPOSITION NO. 1:

PROPOSED LIBRARY BUDGET

\$ 10,278,300

YES 435 NO 104

LIBRARY TRUSTEE

Judith Bensimon	261
Carolyn McQuade	342 - 5 yr. term
Michelle Glennon	312 - 1 yr. term
Frederick Rippili (write in)	1
Alfie Von Schmidlap (write in)	1
Pat Cancroft (write in)	1
Joe Cancroft (write in)	1

TOTAL VOTES CAST FOR BUDGET 539

TOTAL VOTES CAST FOR TRUSTEE 342 - 5 yr. term

TOTAL VOTES CAST FOR TRUSTEE 312 - 1 yr. term



 Frances Byrne, Clerk of the Special District Meeting

4/6/22

PERSONNEL REPORT

Approval of the Following Personnel Matters
April 21, 2022

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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Casey Macolino	Café Worker/\$15.50 hr.	Community Services	04/04/22
Mary McGlone	Page/\$15.00 hr.	Adult & Teen Svcs	04/08/22

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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Request for Leave of Absence

Janet Schultz	PT Library Clerk/Step 8	Customer Svc & Mtrls	05/02/22-05/13/22
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Seasonal Pages

Vagnon Bamba	Page/\$15.00 hr.	Children & Family Svcs	05/13/22-08/26/22
Griffin Crafa	Page/\$15.00 hr.	Children & Family Svcs	05/13/22-08/26/22
Jessica Lyle	Page/\$15.00 hr.	Children & Family Svcs	05/13/22-08/26/22
Sarah Monroy	Page/\$15.00 hr.	Children & Family Svcs	05/13/22-08/26/22
Jennifer Steffan	Page/\$15.00 hr.	Children & Family Svcs	05/13/22-08/26/22

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
April 21, 2022

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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D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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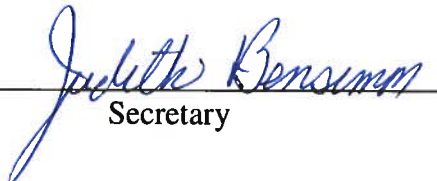
E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Promotion

Amy Wendol	Librarian II/Step 8	Children & Family Svcs	04/25/22
Connor McCormack	Librarian I/Step 1	Adult & Teen Services	05/09/22

Report approved by Board of Trustees


Secretary



Northport-East Northport Public Library

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Code of Ethics of the Northport-East Northport Public Library

Section 1. Purpose.

Trustees, directors, officers and employees of the Northport-East Northport Public Library hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Board of Trustees recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct, including a conflict of interest policy. This code of ethics establishes those standards.

Section 2. Definitions.

- (a) “Board” means the Board of Trustees of the Northport-East Northport Public Library.
- (b) “Code” means this code of ethics.
- (c) “Interest” means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the Northport-East Northport Library District. A Library trustee, director, officer or employee is deemed to have an interest in any private organization when they, or their spouse, or a member of their household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization’s outstanding stock.
- (c) “Library” means Northport-East Northport Public Library.
- (d) “Library officer or employee” means a paid or unpaid trustee, director, officer or employee of the Northport-East Northport Public Library.
- (f) “Relative” means a spouse, parent, step-parent, sibling, step-sibling, sibling’s spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a trustee, director, officer or employee, and individuals having any of these relationships to the spouse of the trustee, director, officer or employee.

Adopted 12/20/14
Revised 4/21/22

Section 3. Applicability.

This Code applies to the trustees, directors, officers and employees of the Northport-East Northport Public Library, and shall supersede any prior Library Code. The provisions of this Code shall apply in addition to all applicable State and local laws relating to conflicts of Interest and ethics including, but not limited to, Article 18 of the General Municipal Law and Section 715-a of the Not-For-Profit Corporation Law and all rules, regulations, policies and procedures of the Northport-East Northport Public Library.

Section 4. Prohibition on use of Library position for personal or private gain.

No Library trustee, director, officer or employee shall use their position or official powers and duties to secure a financial or material benefit for themselves, a Relative, or any private organization in which they are deemed to have an Interest.

Section 5. Disclosure of Interest.

(a) Whenever a matter requiring the exercise of discretion comes before a Library trustee, director, officer or employee, either individually or as a member of the Board, and disposition of the matter could result in a direct or indirect financial or material benefit to themselves, a Relative, or any private organization in which they are deemed to have an Interest, the Library trustee, director, officer or employee shall disclose in writing the nature of the Interest to the Board.

(b) The disclosure shall be made when the matter requiring disclosure first comes before the Library trustee, director, officer or employee, or when the Library trustee, director, officer or employee first acquires knowledge of the Interest requiring disclosure, whichever is earlier.

(c) Any disclosure made to the Board and the resolution of any conflict arising from such disclosure shall be made publicly at a meeting of the Board, documented in the Library's records and must be included in the minutes of the meetings.

(d) Once disclosure has been made with respect to an Interest with a particular person, firm, corporation or association, no further disclosures need be made with respect to additional matters with the same party during the remainder of the year.

(e) Prior to the initial election of any trustee, and annually thereafter, such trustee shall complete, sign and submit to the Board a written statement identifying, to the best of his or her knowledge, any entity of which such trustee is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Library has a relationship, and any transaction in which the Library is a participant and in which the trustee might have a conflicting Interest. Each trustee shall annually resubmit such written statement, and copies of all completed statements shall be provided to the Board.

Adopted 12/20/14

Revised 4/21/22

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Section 6. Recusal and abstention.

(a) No Library trustee, director, officer or employee who has disclosed an Interest to the Board may participate in any decision or take any official action with respect to the matter giving rise to the disclosure, and may not be present at or participate in board deliberation or vote on any matter when they know or has reason to know that the action could confer a direct or indirect financial or material benefit on themselves, a Relative, or any private organization in which they are deemed to have an Interest.

(b) No Library trustee, director, officer or employee may attempt to influence improperly the deliberation or voting on any matter when they know or has reason to know could confer a direct or indirect financial or material benefit on themselves, a Relative, or any private organization in which they are deemed to have an Interest.

(c) In the event that this section prohibits a Library trustee, director, officer or employee from exercising or performing a power or duty:

(1) if the power or duty is vested in a Library trustee as a member of the Board, then the power or duty shall be exercised or performed by the other members of the Board; or

(2) if the power or duty that is vested in a Library trustee, director or officer individually, then the power or duty shall be exercised or performed by their deputy or, if the trustee, director or officer does not have a deputy, the power or duty shall be performed by another person to whom the trustee, director or officer may lawfully delegate the function.

(3) if the power or duty is vested in a Library employee, they must refer the matter to their immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

Section 7. Prohibition inapplicable; disclosure, recusal and abstention not required.

(a) This Code's prohibition on use of a Library position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:

(1) adoption of the Northport-East Northport Public Library's annual budget;

(2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:

(i) all Library trustees, directors, officers or employees;

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(ii) all residents or taxpayers of the Northport-East Northport Library District or an area of the Northport-East Northport Public Library; or

(iii) the general public; or

(3) any matter that does not require the exercise of discretion.

(b) Recusal and abstention shall not be required with respect to any matter:

(1) which comes before the Board when a majority of the Board total membership would otherwise be prohibited from acting by section 6 of this Code;

(2) which comes before a Library officer or employee when the officer or director would be prohibited from acting by section 6 of this Code and the matter cannot be lawfully delegated to another person.

Section 8. Investments in conflict with official duties.

(a) No Library trustee, director, officer or employee may acquire the following investments:

(1) investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this Code; or

(2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of their official powers and duties.

(b) This section does not prohibit a Library trustee, director, officer or employee from acquiring any other investments or the following assets:

(1) real property located within the Northport-East Northport Library District and used as his or her personal residence; or

(2) less than five percent of the stock of a publicly traded corporation.

Section 9. Private employment in conflict with official duties.

No Library trustee, director, officer or employee, during their tenure as a Library trustee, director, officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

(a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this Code;

Adopted 12/20/14

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(b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a Library trustee, director, officer or employee;

(c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or

(d) requires representation of a person or organization other than the Northport-East Northport Public Library in connection with litigation, negotiations or any other matter to which the Library is a party.

Section 10. Future employment.

(a) No Library trustee, director, officer or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Library trustee, director, officer or employee, either individually or as a member of the Board, while the matter is pending or within the 30 days following final disposition of the matter.

(b) No Library trustee, director, officer or employee, for the two-year period after serving as a library trustee, director, officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the Library office, Board, department or comparable organizational unit for which they serve.

(c) No Library trustee, director, officer or employee, at any time after serving as a Library trustee, director, officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which they personally and substantially participated while serving as a Library trustee, director, officer or employee.

Section 11. Personal representations and claims permitted.

This Code shall not be construed as prohibiting a Library trustee, director, officer or employee from:

(a) representing themselves, or their spouse or minor children before the Library; or

(b) asserting a claim against the Library on their own behalf, or on behalf of their spouse or minor children.

Section 12. Use of Library resources

(a) Library resources shall be used for lawful Library purposes. Library resources include, but are not limited to, Library personnel, and the Library's money, vehicles, equipment, materials, supplies or other property.

Adopted 12/20/14
Revised 4/21/22

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(b) No Library trustee, director, officer or employee may use or permit the use of Library resources for personal or private purposes, but this provision shall not be construed as prohibiting:

(1) any use of Library resources authorized by law or Library policy;

(2) the use of Library resources for personal or private purposes when provided to a Library trustee, director, officer or employee as part of their compensation; or

(3) the occasional and incidental use during the business day of Library telephones and computers for necessary personal matters such as family care and changes in work schedule.

(c) No Library trustee, director, officer or employee shall cause the Library to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

Section 13. Interests in Contracts.

(a) No Library trustee, director, officer or employee may have an Interest in a contract that is prohibited by section 801 of the General Municipal Law.

(b) Every Library trustee, director, officer and employee shall disclose Interests in contracts with the Library at the time and in the manner required by section 803 of the General Municipal Law and as provided herein (section 5).

Section 14. Nepotism.

Except as otherwise required by law:

(a) No Library trustee, director, officer or employee, either individually or as a member of the Board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a Relative for any position at, for or within the Library or Board.

(b) No Library trustee, director, officer or employee may supervise a Relative in the performance of the Relative's official powers or duties.

Section 15. Political Solicitations.

(a) No Library trustee, director, officer or employee shall directly or indirectly compel or induce a subordinate Library trustee, director, officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

(b) No Library trustee, director, officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any Library trustee, director, officer or employee, or an applicant

Adopted 12/20/14

Revised 4/21/22

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for a position as a Library trustee, director, officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

Section 16. Confidential Information.

No Library trustee, director, officer or employee who acquires confidential information in the course of exercising or performing their official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing their official powers and duties.

Section 17. Gifts.

(a) No Library trustee, director, officer or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.

(b) No Library trustee, director, officer or employee may directly or indirectly solicit any gift.

(c) No Library trustee, director, officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:

(1) the gift reasonably appears to be intended to influence the trustee, director, officer or employee in the exercise or performance of their official powers or duties;

(2) the gift could reasonably be expected to influence the trustee, director, officer or employee in the exercise or performance of their official powers or duties; or

(3) the gift is intended as a reward for any official action on the part of the trustee, director, officer or employee.

(d) For purposes of this section, a "gift" includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

(e) (1) A gift to a Library trustee, director, officer or employee is presumed to be intended to influence the exercise or performance of their official powers or duties when the gift is from a private person or organization that seeks Library action involving the exercise of discretion by or with the participation of the trustee, director, officer or employee.

Adopted 12/20/14

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(2) A gift to a Library trustee, director, officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained Library action involving the exercise of discretion by or with the participation of the trustee, director, officer or employee during the preceding twelve months.

(f) This section does not prohibit any other gift, including:

(1) gifts made to the Library;

(2) gifts from a person with a family or personal relationship with the trustee, director, officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a Library trustee, director, officer or employee, is the primary motivating factor for the gift;

(3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;

(4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;

(5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a Library trustee, director, officer or employee, or other service to the community; or

(6) meals and refreshments provided when a Library officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

Section 18. Posting and distribution.

(a) The Director of the Northport-East Northport Public Library must promptly cause a copy of this Code, and a copy of any amendment to this Code, to be posted publicly and conspicuously in each building under the Library's control. The Code must be posted within thirty days following the date on which the Code takes effect. An amendment to the Code must be posted within thirty days following the date on which the amendment takes effect.

(b) The Director of the Northport-East Northport Public Library must promptly cause a copy of this Code, including any amendments to the Code, to be distributed to every person who is or becomes a trustee, director, officer or employee of the Northport-East Northport Public Library.

Adopted 12/20/14
Revised 4/21/22

XII. Revision of the Code of Ethics of the Northport-East Northport Public Library

(c) Every Library trustee, director, officer or employee who receives a copy of this Code or an amendment to the Code must acknowledge such receipt in writing. Such acknowledgments must be filed in the records of the Northport-East Northport Public Library.

(d) The failure to post this Code or an amendment to the Code does not affect either the applicability or enforceability of the Code or the amendment. The failure of a Library trustee, director, officer or employee to receive a copy of this Code of ethics or an amendment to the Code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the Code or amendment to the Code.

Section 19. Enforcement.

Any Library trustee, director, officer or employee who violates this Code may be censured, fined, suspended or removed from office or employment in the manner provided by law.

Section 20. Effective date.

This Code takes effect on March 1, 2015.

XIII. 2022 Additional Library Closings (Motion required)

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2022 Additional Library Closings

East Northport Festival

September 9, 2022 (Friday) East Northport Building Close at 5:00 PM

September 10, 2022 (Saturday) East Northport Building Close all day

Cow Harbor Weekend

September 17, 2022 (Saturday) Northport Building Open at 12:00 Noon