

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF MAY 19, 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, May 19, 2022.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:10am. Also present were Jacqueline Elsas, Michelle Glennon, Judith Bensimon, Assistant Director Nancy Morcerf, and Director James Olney. Absent with previous notice was Georganne White.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Glennon moved to approve minutes of the Regular Board meeting of April 21, 2022, seconded by Mrs. Bensimon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Bensimon moved to approve warrant for \$192,812.63, page 4283, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$211,025.62, page 4284, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$170,282.36, page 4285, seconded by Mrs. Bensimon and unanimously carried.

B. Payroll Register

Mrs. Bensimon moved to approve payroll of \$177,188.14, page 2327 seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$1,511.96, page 2328, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$178,015.53, page 2329, seconded by Mrs. Bensimon and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

- VII. COMMUNICATIONS  
No Communications to Report

VIII. **DIRECTOR' REPORT**

**Administration**

The staff were encouraged to attend the *Opioid Overdose Prevention Training* held at the library that was being cosponsored by the Northport-East Northport Community Drug and Alcohol Task Force.

The two HVAC units at Northport and the one at East Northport, which were scheduled for replacement this year, have been installed.

The bid opening for the photovoltaic project (solar panels) at Northport resulted in four competing bids.

**Adult and Teen Services**

The complete supply of COVID-19 rapid test kits from Suffolk County have been distributed to patrons. Additional test kits are on order from the state and should be arriving next week.

Plans have begun to shift the adult collections in both buildings. The goal of this project is to improve the patron's browsing experience. The first phase will interfile Mystery, Science Fiction and Short Stories into the general fiction collection. Items identifying their classification will remain on the spine while uniting an author's works on the shelf.

*Inside Your iPad and iPhone* instructed 41 patrons about the Apple iPad and iPhone settings for apps, display options, privacy, managing battery life, and more.

Forty teen volunteers decorated door hangers for a local senior citizen center.

**Buildings and Grounds**

The Library Café refrigerator in East Northport has served us well for more than 20 years and was beyond repair. Based on its trouble-free past we ordered an upgraded model from the same manufacturer to replace it.

Three new Little Free Library units have been installed. The first replaced the unit vandalized at the Northport train station, the second replaced the unit at our East Northport building and the third is at Northport. These are smaller than the previous ones but they are well constructed to better protect the items from inclement weather conditions.

### **Children and Family Services**

The library received a wonderful message from a patron whose child was recently diagnosed with Autism:

“Thank you so much for your help with the *Sensory Fun* class! It was awesome and gave me lots of ideas about sensory activities that I can do with her at home! Please thank the librarian that ran the workshop! Really wonderful experience!”

Another patron just happened to be at the library when the library was offering *Baby Signing Time* and was thrilled to have her two-year-old son learn sign language so he could better communicate with his aunt who is hearing impaired.

Children’s librarians have begun coordinating their visits to the elementary schools to talk about the Summer Reading Club and a new promotional video using this year’s theme, *Oceans of Possibilities*, will be debuting soon.

### **Community Services**

The members of the *Page Turners* book discussion group are pleased to be meeting in-person again since having switched to virtual meetings in 2020.

The program *Northport Native Garden Initiative* provided a fun and engaging look at native plants and their critical role within our community. Representatives from Northport Native Garden Initiative discussed why these plant species are essential to supporting living landscapes across the US, and offered 55 residents tips for creating their own native gardens.

Olivia Lu, harpist and pianist, performed duet pieces with Patricia Jones, pianist, for 35 patrons in attendance. The two have collaborated for many concerts including performances at Carnegie Hall.

Defensive driving continues to be very popular with each class filling on the first day of registration.

### **Customer Service and Materials Management**

The library issued new library cards to 110 individuals of whom many have joined our community as a result of recent population migration from urban areas.

### **Network and Systems**

After several large upgrades behind the scenes, including new servers and moving to Active Directory Licenses, we deployed our first Windows10/Office 2021 computers to Adult, Teen, and Children’s service desks.

The manufacturer of the library's poster printer notified us that our model has finally reached its end-of-serviceable-life. This means that parts and service will no longer be available. To avoid downtime because of breakage and supply chain limitations a replacement has been ordered.

IX. PERSONNEL REPORT

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

Mrs. Glennon 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 Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve "B. New Employees" in the personnel report addendum, seconded by Mrs. Glennon and unanimously carried.

X. REVISION OF THE NON-DISTRICT RESIDENT CIRCULATION POLICY

Mrs. Glennon moved to approve Revision of the Non-District Resident Circulation Policy, seconded by Mrs. Bensimon and unanimously carried.

XI. OTHER BUSINESS

After reviewing bids for the Photovoltaic Project and upon receiving the recommendation by John Tanzi, Library Architect, Mrs. Elsas moved to accept Sunrise Power Solutions' bid proposal, (see attached), seconded by Mrs. Glennon and unanimously carried.

Mr. Olney distributed revisions to the By-Laws of the Northport-East Northport Public Library for the Board Members to review for next month's meeting.

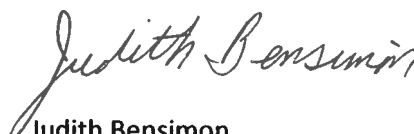
XII. DATES OF FUTURE MEETINGS

Thursday June 16, 2022	10:00am	Regular Meeting
Thursday July 21, 2022	9:30am	Reorganizational Meeting
Thursday July 21, 2022	10:00am	Regular Meeting

XIII. ADJOURNMENT

Mrs. Elsas moved to adjourn at 12:05pm, seconded by Mrs. Glennon 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](http://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, May 19, 2022, 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. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Revision of the Non-District Resident Circulation Policy (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:  
Thursday, June 16, 2022, 10:00 AM – Regular Meeting  
Thursday, July 21, 2022, 9:30 AM – Reorganizational Meeting  
Thursday, July 21, 2022, 11:00 AM – Regular Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING  
MAY 19, 2022**

***ACCOUNTS PAYABLE***

4283 4/27/22	\$192,812.63	One Hundred Ninety Two Thousand Eight Hundred and Twelve Dollars & Sixty Three Cents
4284 5/11/22	\$211,025.62	Two Hundred & Eleven Thousand and Twenty Five Dollars & Sixty Two Cents
4285 5/19/22	\$170,282.36	One Hundred and Seventy Thousand Two Hundred and Eighty Two Dollars & Thirty Six Cents

***PAYROLL REGISTER***

2327 4/29/22	\$177,188.14	One Hundred and Seventy Seven Thousand One Hundred and Eighty Eight Dollars & Fourteen Cents
2328 4/29/22	\$1,511.96	One Thousand Five Hundred and Eleven Dollars & Ninety Six Cents
2329 5/13/22	\$178,015.53	One Hundred and Seventy Eight Thousand Fifteen Dollars & Fifty Three Cents

## PERSONNEL REPORT

Approval of the Following Personnel Matters  
May 19, 2022

### A. Salary Increase

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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### B. New Employees

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Brian Ruder	Café Worker/\$15.50 hr.	Community Services	05/23/22
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### C. Resignations

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Sandra Schumacher	PT Librarian I/Step 1	Adult & Teen Services	05/11/2022
Regina Searight	PT Librarian I/Step 1	Children & Family Svcs	05/27/2022
Peyton Brill	Page/\$15.00 hr.	Children & Family Svcs	05/28/2022

### D. Retirement

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

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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#### Request for Leave of Absence

Robert Norwood	Guard/\$21.59 hr.	Security	05/29/22-6/15/22
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Report approved by Board of Trustees


  
Secretary

**PERSONNEL REPORT ADDENDUM**

Approval of the Following Personnel Matters  
May 19, 2022

<b>A. Salary Increase</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
<b>B. New Employees</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
	Lauren Tellerman	Librarian I/Step 2	Children & Family Svcs	07/01/2022
<b>C. Resignations</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
<b>D. Retirement</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
<b>E. Other</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>

Report approved by Board of Trustees

  
Secretary



X. Revision of the Non-District Resident Circulation Policy (Motion required)



## **Northport-East Northport Public Library**

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### **Non-District Resident Circulation Policy**

The Northport-East Northport Public Library is a member of the Suffolk Cooperative Library System (SCLS) and follows the SCLS Resource Sharing Code as established by SCLS and its member libraries. It is the intent of the Northport-East Northport Public Library to make as much of its collection as possible available for borrowing by direct access and interlibrary loan.

Any borrower possessing a valid full-service borrower's card, in good standing, issued by a member library of SCLS, may utilize the resources of the Northport-East Northport Public Library and borrow through direct access and interlibrary loan.

In accordance with the SCLS Resource Sharing Code, select high-demand and special collection materials are not available for borrowing by direct access and interlibrary loan.

Adopted 06/17/10  
Revised 05/21/15, 05/18/17, 05/19/22



**May 18, 2022**

**Northport - East Northport Public Library  
151 Laurel Avenue  
Northport, New York 11768**

**Attn: Board of Trustees**

**Re: Northport - East Northport Public Library  
Photovoltaic Project**

**Contractor Recommendation  
Sunrise Power Solutions**

**Board of Trustees,**

**I have carefully reviewed the bids that were received and have had a post-bid telephone conversation with Kristian Ingebrigtsen, COO of Sunrise Power Solutions (the low bidder) to review the scope of the project. After confirming their understanding of the project scope and checking their qualifications, we find them qualified to perform this contract.**

**We recommend that Sunrise Power Solutions be awarded the Photovoltaic Project for the Base Bid amount of \$209,400.00 for a Total Contract Amount of \$209,400.00.**

**Sincerely,**

  
**John A. Tanzi, AIA  
Principal**

**John Tanzi Architects**

**Architecture | Engineering | Interiors**

**129 Main Street - Unit 620, Stony Brook, New York 11790  
631-751-0108 [www.jtarchitects.net](http://www.jtarchitects.net)**



## Official Bid Results

Date & Time: May 12, 2022 @ 2:00 pm

Project: Northport - East Northport Public Library  
Photovoltaic Project

Bidder	Total Base Bid Amount				
Sunrise Power Solutions	\$209,400.00				
Eldor Contracting Corp	\$209,733.00				
CDJ Electric, Inc.	\$267,700.00				
Intricate Tech Solutions, LTD	\$349,000.00				

### John Tanzi Architects

Architecture | Engineering | Interiors

129 Main Street - Unit 620, Stony Brook, New York 11790

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