

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JULY 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, July 21, 2022.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:20am. Also present were Jacqueline Elsas, Michelle Glennon, Georganne White, Margaret Hartough, and Director James Olney. Assistant Director Nancy Morcerf was absent with Previous notice.

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 May 19, 2022, seconded by Ms. White and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Ms. White moved to approve warrant for \$179,534.32, page 4289, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$299,461.23, page 4290, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$68,820.90, page 4291, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$114,879.39, page 4292, seconded by Ms. White and unanimously carried.

B. Payroll Register

Ms. White moved to approve payroll of \$183,404.70, page 2332, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$198,328.01, page 2333, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS

The Board received a thank you note from Judith Bensimon.  
The Board received a letter from a patron concerning Library Displays.

VIII. DIRECTOR' REPORT

Administration

Exterior USB solar charging poles will be installed near the entrance of each building.  
A number of areas are being reviewed for renovations/improvements: the restrooms on the lower level of the Northport building, the Library Courtyard, and the East Northport roof.

Adult and Teen Services

The American Heart Association has provided Blood Pressure Loaner Kits to help improve blood pressure rates in New York State, thanks to a grant from the Mother Cabrini Health Foundation. Combined with informational materials provided by Stony Brook University, fifteen kits will be available to check out from the library.

*All About GPS Apps* provided 25 patrons information about smartphone and tablet apps that take advantage of the Global Positioning System for directions and location services.

Seventy-nine books were distributed at the Crab Meadow Beach from our Beach Bag Books service.

Staff participated in the *Drug and Alcohol Task Force Beach Clean Up/Environmental Scan* at Crab Meadow. The group collected 60lbs of items from the area at the far end of the beach. The environmental scanning process systematically surveys and interprets relevant data based on what found items are relevant to alcohol, vaping, tobacco and trash. The scan helps to identify external opportunities and threats that could influence future decisions for the Northport-East Northport Community Drug and Alcohol Task Force in developing much needed education and prevention in our community.

Buildings and Grounds

The library's arborist has evaluated the trees on the Northport property and has determined which required pruning.

The fire alarm control panel in the East Northport building requires service but parts are no longer available from the manufacturer. A replacement panel has been ordered which will interface with the current fire detection sensors.

**Children and Family Services**

The Summer Reading Club *Oceans of Possibilities* video was shown in all four elementary schools during presentations given by our librarians. The video, accessible via the library's website, has been viewed by an additional 118 patrons.

Jester Jim kicked-off the first day of the Summer Reading Club to 101 young patrons in attendance.

A *Marine Life Discovery Tank*, provided by the *Cornell Cooperative Extension*, displays the wonders of local marine life in a saltwater aquarium. The aquarium will be available for viewing at the East Northport children's reference desk throughout the summer.

**Community Services**

The June gallery exhibit in Northport entitled *Her*, by Emma DeDora, displayed a feminine collection of portraits to creatively resemble the beauty and power of women around the world. Emma's fiancé proposed to her during the *Meet the Artist* event at the library, and she said yes!

The St. Francis Hospital's Outreach Bus provided free health screenings and information for 21 patrons at the East Northport building.

The Northport Symphony Orchestra string section, directed by Richard Hyman, presented music from the Baroque and Classical eras for 41 patrons. To accompany the performances, there was commentary that illustrated the use of musical texture to help define the style of each era.

Twenty-seven patrons joined Sal St. George to celebrate the life and work of Sidney Poitier, a beloved entertainer and cultural icon. Poitier was the first African American actor to win the Academy Award for Best Actor. His illustrious film career includes *Lilies of the Field*, *Guess Who's Coming to Dinner*, and *To Sir, With Love*, to name a few.

Dr. Zebulon Vance Miletsky, Associate Professor of Africana Studies at Stony Brook University, discussed the history of Juneteenth—the date commemorating the emancipation of enslaved people in the United States. The 33 patrons in attendance explored how the day has been celebrated in Texas since 1865 and why it was recently declared a national holiday.

A park ranger from Fire Island National Seashore lead a discussion about piping plovers to fifty patrons in attendance.

**Customer Service and Materials Management**

Staff created an *Ocean of Possibilities* themed display at the Circulation Desks with items from home including crocheted sea animals, sea glass and sea shells.

**Network and Systems**

A public computer dedicated to software used for Summer Reading Club participation has been set up in the children’s room of each building.

Blu-ray DVD players have been installed in the Community Room media racks of both buildings.

**IX. PERSONNEL REPORT**

Mrs. Elsas moved to approve “A. Salary Increase” in the personnel report, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve “B. New Employees” 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. Hartough and unanimously carried.

Mrs. Hartough 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.

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

**X. REVISION OF BY-LAWS**

Ms. White moved to approve revisions of By-Laws, seconded by Mrs. Hartough and unanimously carried.

**XI. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS STAFF CONTRACT**

Mrs. Hartough moved to enter Executive Session, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to return to regular meeting at 11:57am, seconded by Mrs. Glennon and unanimously carried.

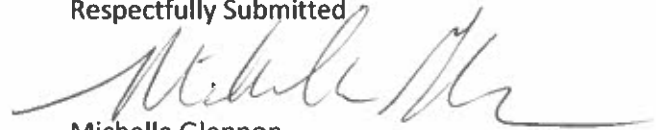
**XII. OTHER BUSINESS**

**XIII. FUTURE MEETINGS**

Thursday August 18, 2022	10:00am	Regular Board Meeting
Thursday September 22, 2022	10:00am	Regular Board Meeting

Mrs. Glennon moved to adjourn the meeting at 12 noon, seconded by Ms. White and unanimously carried.

Respectfully Submitted

A handwritten signature in cursive script, appearing to read "Michelle Glennon", written in black ink.

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](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, July 21, 2022**, following the Reorganizational Meeting 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 By-Laws (Motion required)
- XI. Motion to convene in Executive Session to discuss staff contract (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:  
Thursday, August 18, 2022, 10:00 AM – Regular Board Meeting  
Thursday, September 22, 2022, 10:00 AM – Regular Board Meeting
- XIV. Adjournment

**LIBRARY BOARD MEETING  
JULY 21, 2022**

**ACCOUNTS PAYABLE**

4289 6/22/22	\$179,534.32	One Hundred and Seventy Nine Thousand Five Hundred and Thirty Four Dollars & Thirty Two Cents
4290 7/6/22	\$299,461.23	Two Hundred & Ninety Nine Thousand Four Hundred and Sixty One Dollars & Twenty Three Cents
4291 7/18/22	\$68,820.90	Sixty Eight Thousand Eight Hundred and Twenty Dollars & Ninety Cents
4292 7/21/22	\$114,879.39	One Hundred and Fourteen Thousand Eight Hundred and Seventy Nine Dollars & Thirty Nine Cents

**PAYROLL REGISTER**

2332 6/24/22	\$183,404.70	One Hundred and Eighty Three Thousand Four Hundred and Four Dollars & Seventy Cents
2333 7/8/22	\$198,328.01	One Hundred and Ninety Eight Thousand Three Hundred and Twenty Eight Dollars & One Cent

## PERSONNEL REPORT

### Approval of the Following Personnel Matters

July 21, 2022

#### A. Salary Increase

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Joyce Bernat	Café Worker/\$15.80 hr.	Community Services	07/04/22
Michelle DeNunzio	Café Worker/\$15.80 hr.	Community Services	07/04/22
Florence Gorman	Café Worker/\$15.80 hr.	Community Services	07/04/22
Diane Hood	Café Worker/\$15.80 hr.	Community Services	07/04/22
Jill Krahel	Café Worker/\$15.80 hr.	Community Services	07/04/22
Celia LaNovara	Café Worker/\$15.80 hr.	Community Services	07/04/22
Barbara Minogue	Café Worker/\$15.80 hr.	Community Services	07/04/22
Lynn Murray	Café Worker/\$15.80 hr.	Community Services	07/04/22
Anna Allacco	Page/\$15.30 hr.	Adult & Teen Svcs	07/04/22
Donna Babich	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Vagnan Bamba	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Grace Burkart	Page/\$15.30 hr.	Adult & Teen Svcs	07/04/22
Jushin Choi	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Bailee Cody	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Griffin Crafa	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Nicholas Crafa	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Alexa Cubicciotti	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Francesca DeRosa	Page/\$15.30 hr.	Adult & Teen Svcs	07/04/22
Ashley Door	Page/\$15.30 hr.	Adult & Teen Svcs	07/04/22
Leonardo Eng	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Lisa Frisoli	Page/\$15.30 hr.	Adult & Teen Svcs	07/04/22
Marissa Kang	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Jessica Lyle	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Francesca Malon	Page/\$15.30 hr.	Adult & Teen Svcs	07/04/22
Joseph Monroy	Page/\$15.30 hr.	Adult & Teen Svcs	07/04/22
Sarah Monroy	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Jules Nguyen	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Lisa Olivieri	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Michael Prinzo	Page/\$15.30 hr.	Adult & Teen Svcs	07/04/22
Grace Reuschle	Page/\$15.30 hr.	Adult & Teen Svcs	07/04/22
Angelina Singotiko	Page/\$15.30 hr.	Adult & Teen Svcs	07/04/22
Jennifer Stefann	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Kelley Swierupski	Page/\$15.30 hr.	Children & Family Svcs	07/04/22
Corinne Wolk	Page/\$15.30 hr.	Adult & Teen Svcs	07/04/22
Robert Brindisi	Guard/\$20.00 hr.	Security	07/04/22
Andy Canadas	Guard/\$20.00 hr.	Security	07/04/22
Vincent Catalano	Guard/\$23.09 hr.	Security	07/04/22
Robert Norwood	Guard/\$22.09 hr.	Security	07/04/22
Efrain Pena	Guard/\$21.19 hr.	Security	07/04/22
Jeffrey Poeira	Guard/\$20.79 hr.	Security	07/04/22
Salvatore Rapisardi	Guard/\$26.11 hr.	Security	07/04/22
Stephen Williams	Guard/\$20.00 hr.	Security	07/04/22



**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Alexandra Figler	PT Librarian I Trainee	Adult & Teen Svcs	07/25/22
Alexis Rotbart	PT Librarian I Trainee	Adult & Teen Svcs	07/25/22
Coletta Caruso	Page/\$15.30	Children & Family Svcs	07/25/22
Jessica Lyle	Page/\$15.30	Children & Family Svcs	08/27/22

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Corinne Wolk	Page/\$15.30 hr.	Adult & Teen Svcs	08/06/22

**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**

Meagan White	PT Librarian I/Step 1	Adult & Teen Svcs	08/01/22 – 09/30/22
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Report approved by Board of Trustees



Secretary

**PERSONNEL REPORT ADDENDUM**

Approval of the Following Personnel Matters  
July 21, 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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Ethan Blume	Page/\$15.30	Adult & Teen Svcs	07/25/22
Quinn Wendol	Page/\$15.30	Adult & Teen Svcs	07/25/22
Kate Karp	Page/\$15.30	Adult & Teen Svcs	07/25/22

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Ronald DeRosa	Guard/\$20.00 hr.	Security	07/01/22
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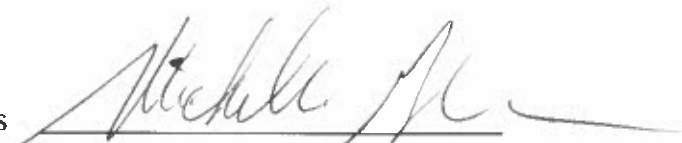
**D. Retirement**

<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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Report approved by Board of Trustees

  
Secretary



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## BY-LAWS

### ARTICLE I MISSION STATEMENT

The Northport-East Northport Public Library exists to inform, educate and culturally enrich the residents of all ages of the district through the selection, organization, promotion and dissemination of all forms of expression.

### ARTICLE II PREAMBLE

1. The Northport-East Northport Public Library is a New York State School District Library, duly incorporated and chartered by the New York State Education Department. First chartered on June 25, 1914 by the Regents of the State of New York, the Library District serves the Northport-East Northport community, with the Library District boundaries being contiguous with that of the Northport-East Northport Union Free School District.
2. The Library currently has two locations: (1) 151 Laurel Avenue, Northport NY 11768, and (2) 185 Larkfield Road, East Northport, NY 11731. The Library maintains library service to all residents of the Library District, subject to the rules and regulations of the Library Board of Trustees. Non-resident use of the Library is established by the Board of Trustees pursuant to the Direct Access Regulations of the Commissioner of Education (8 NYCRR 90.3).
3. Any qualified resident of the Library District, who agrees to comply with all Library rules and regulations shall be entitled to Library privileges. Library privileges may be denied to any patron who does not comply Library rules and policy.

### ARTICLE III THE BOARD OF TRUSTEES

1. The Library is governed by a five (5) member publicly elected Board of Trustees (the "Board"). In accordance with the provisions of Education Law, each member is elected for a five-year term, with the term of office of one (1) Trustee expiring each year.
2. When a vacancy on the Board occurs, other than by expiration of the Trustee's term of office, the vacancy may be filled by appointment of the Board until the next regular Library election. (Education Law § 226(4)).

3. The authority of the Board is vested in the Board as an entity.
4. The duties of the Board shall be to adopt such by-laws, rules and regulations for its own guidance and for the governance of the Library, as may be necessary and in conformity with the law, as well as such other powers and duties set forth in Article 5 of the Education Law.
5. Trustees serve without financial compensation or remuneration. No Trustee may receive payment for goods or services. Trustees may be reimbursed for actual expenses necessarily incurred in performance of official library business.

ARTICLE IV  
THE LIBRARY DIRECTOR

1. The Board shall hire a Library Director who shall be considered the executive officer and official spokesperson of the Library, and who shall have sole charge of the administration of the Library, under the direction and review of the Board.
2. The Director shall be responsible for, amongst other things: (i) the care of the Library buildings and equipment, (ii) the screening and recommendation of employment, and subsequent direction of Library staff, (iii) the efficiency of the Library's service to the public, (iv) the operation of the Library under the financial conditions set forth in the annual budget, (v) recommending to the Board ways of providing new Library services, and (vi) assisting in the Board's review of relevant Library issues, for the benefit of the community.

ARTICLE V  
BOARD OFFICERS

1. OFFICERS of the Board shall be nominated and appointed by the Board at the annual reorganization meeting in July, and shall consist of the following appointments: Chairperson, Vice-Chairperson, Secretary, and Financial Secretary. At the annual reorganization meeting, the Board shall also appoint a Library Treasurer who is empowered to sign all checks approved by the Board, or its designated official(s).
2. The CHAIRPERSON shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all Board committees, and generally perform all duties associated with that office.
3. The VICE-CHAIRPERSON shall, in the event of the absence or disability of the CHAIRPERSON, or of a vacancy in that office, assume and perform the duties and functions of the CHAIRPERSON.

4. The SECRETARY shall keep the record of the proceedings of the Board, issue notice of all meetings, and perform other such duties as may properly be associated with that office. With Board approval, the Secretary may be empowered to hire a clerk to assist in these duties.

5. The FINANCIAL SECRETARY shall be responsible for the codification of all authorized expenditures.

## ARTICLE VI MEETINGS

1. With the assistance of the Library Director, the Board shall develop an annual proposed budget, which shall be presented by the Chairperson to the taxpayers of the District. Subject to the requirements of the Education Law, any increase in the Library's annual tax levy shall be subject to Library voter approval at an annual meeting held between March 1 and July 1, the exact date to be set by the Board of Trustees.

2. Regular meetings shall be held by the Board each month. The dates and times of regular Board meetings shall be set by the Board at its annual reorganization meeting in July.

3. The order of business for regular meeting shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances permit:

- a. Approval of agenda
- b. Disposition of minutes of previous meeting and any intervening special meeting
- c. Questions and petitions from the public
- d. Financial Secretary and Treasurer's Report of the Library
- e. Communications
- f. Committee Reports
- g. Old Business
- h. New Business
- i. Adjournment

4. Special Board meetings may be called by the Chairperson, or Secretary, or at the call of any three members of the Board, for the transaction of business.

5. A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person.

6. The conduct of Board meetings shall be governed by these By-Laws, the State Open Meetings Law, and State Education Law, where applicable. When a question of parliamentary procedure arises that is not resolved by reference to these authorities, the Board shall consult Robert's Rules of Order.

## ARTICLE VII BOARD COMMITTEES

1. The Chairperson shall appoint Committees of one or more Trustees each for such specific purposes as the business of the Board may require from time to time.
2. Committees shall have only advisory powers, unless, by suitable action of the Board, the Committee is granted specific power to act.

**ARTICLE VIII  
AMENDMENTS**

1. These By-Laws may be amended by a majority vote of the Board at any regular meeting, provided notice of the proposed amendment, and the language thereof, has been given at the last preceding regular meeting.