

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF FEBRUARY 17, 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, February 17, 2022.

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. 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 MEETINGS

Mrs. Elsas moved to approve minutes of the Regular Board meeting of January 20, 2022, and the Special Board Meeting of January 26, 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 \$297,923.74, page 4273, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$188,354.46, page 4274, seconded by Ms. McQuade and unanimously carried.

Ms. McQuade moved to approve warrant for \$215,599.01, page 4275, seconded by Ms. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$203,842.09, page 2318, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$4.38, page 2319, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$187,807.30, page 2320, seconded by Ms. McQuade and unanimously carried.

C. Review of Monthly Expenditure

D. Review of Monthly Statistics

VII. COMMUNICATIONS

No Communication to Report

**DIRECTORS REPORT****Administration**

Procedures relating to the Clerk of the Vote are being reviewed and updated as necessary. Trustee petitions are now available to prospective candidates and absentee ballot applications may be requested at this time as well.

Piping to connect the new split-system HVAC units has been installed in preparation of early spring installations. The units being replaced serve the Northport children's area and the staff area shared by Network Services, Local History, and Materials Management staff.

**Adult and Teen Services**

The American Legion flag drop box, providing a respectful disposal and retirement for worn out flags, will be returning to Northport in March and East Northport in April as it begins to travel once again through the public libraries in the Town of Huntington.

*Valentine's Day Ragged Heart Wreaths* to be donated to senior living residents were crafted by 15 teen volunteers using strips of fabric. The residents of Atria in East Northport were very pleased recipients of these hand-made wreaths. The residents even posed with their heart wreaths on *National Wear Red Day* for a picture which was posted online to thank our teen volunteers.

The Teen Advisory Board organized a program of 25 teens to make dog treats for the Huntington Animal Shelter. The shelter responded by posting online a thank you and a picture of one of their residents enjoying the treats.

*SeniorNet: Introduction to Google Cloud* demonstrated to 43 patrons how to create a free Google Drive account, use their automatic backup feature, and share files.

The Suffolk Cooperative Library System reported that Overdrive downloads increased by 6% during 2021 and 11 new titles have been added to the digital magazine collection, Flipster, for 2022.

**Buildings and Grounds**

The elevators in both buildings passed their annual safety inspection. A few upgrades were recommended so we are requesting estimates to perform these modifications.

The plumbing in both buildings passed the required annual backflow test.

Malfunctioning fire door alarm releases on the lower level of the East Northport building were caused by a wiring issue which has been repaired.

### **Children and Family Services**

*Fee Fi Fo Fun!* is the Museum Cove's new activity center installation. This was created using the manipulatives that were purchased for the 2020 Summer Reading Club which had to be cancelled. The Museum Cove consists of fairy tale themed items: princess tent, castle blocks, castle dollhouse, fairytale character puppets and dress-up costumes, floor puzzles, castle carpet, dragon and mermaid tails, and storytelling games. Even the structural column in the museum cove was incorporated into the design using printed clings to create Rapunzel's tower.

*Preschool Storytime* is back in person for the first time since we altered program offerings for COVID-19. Parents continue to express their appreciation for in-library programs. For many of the child participants this is their first opportunity to interact with children outside their family.

*Short Stories for Long Winter Nights* were featured in a book display resulting in an increase in their circulation.

The talking books collection in the Northport children's room was moved to "cover out" display shelving boosting its circulation from 47 titles checked out in December to 70 checked out in January.

### **Community Services**

We resumed in-person Defensive Driving Classes at the library. The first two class offerings have had full registrations. The patrons have been providing positive feedback regarding the new instructor we have been assigned from the Empire Safety Council.

*Five Basic Principles for Getting (and Staying!) Organized* provided 43 patrons with simple organizing concepts and solutions to common clutter challenges. Participants were empowered to start implementing organizing principles right away.

Dr. Shaden Ghattas, PT, shared with 43 patrons at the *Natural Headache and Migraine Relief* program how physical therapy could help relieve or reduce headache and migraine pain.

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

Cross training among the former Technical Services and Circulation Services Department staff continues. The new department with combined personnel has helped the staff see the fruits of their labor from both sides, processing of new items and patron's use of the collection. It also makes it possible for basic materials processing to be handled in the circulation office when patron activity is low.

**Network and Systems**

The web browser software used on the dedicated catalog computers in the library was updated to address a security certificate warning that appeared when patrons viewed their library record.

The public fax machines were replaced in both buildings with similar models as the previous machines so that patrons would be familiar with their operation.

**IX. PERSONNEL REPORT**

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

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

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

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

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

**X. OTHER BUSINESS**

Mr. Olney spoke of staff finding numerous empty cases of platform games on the shelf and a strategy to remedy this problem in the future.

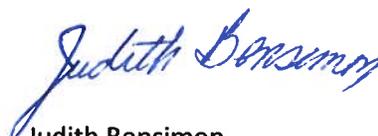
**XI. DATES OF FUTURE MEETINGS**

Tuesday, March 22, 2022	5:30pm	Regular Meeting
Tuesday, March 22, 2022	7:30pm	Public Information Meeting
Tuesday, April 5, 2022	9:00am-9:00pm	Library Vote & Election of Trustees

**XII. ADJOURNMENT**

Ms. McQuade moved to adjourn meeting at 11:48 am, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted



Judith Bensimon  
Secretary



# Northport-East Northport Public Library

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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, February 17, 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. Period for Public Expression
- V. Minutes of previous meeting(s) (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. Other Business
- XI. Date of next library board meetings:
  - Tuesday, March 22, 2022, 5:30 PM – Regular Meeting
  - Tuesday, March 22, 2022, 7:30 PM – Public Information Meeting
  - Tuesday, April 5, 2022, 9:00 AM – 9:00 PM -- Library Vote & Election of Trustees
  - Thursday, April 21, 2022, 10:00 AM – Regular Meeting
- XII. Adjournment

**LIBRARY BOARD MEETING  
FEBRUARY 17, 2022**

**ACCOUNTS PAYABLE**

4273 1/19/22	\$297,923.74	Two Hundred & Ninety Seven Thousand Nine Hundred and Twenty Three Dollars & Seventy Four Cents
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4274 2/2/22	\$188,354.46	One Hundred & Eighty Eight Thousand Three Hundred and Fifty Four Dollars & Forty Six Cents
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4275 2/17/22	\$215,599.01	Two Hundred and Fifteen Thousand Five Hundred and Ninety Nine Dollars & One Cents
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**PAYROLL REGISTER**

2318 1/21/22	\$203,842.09	Two Hundred and Three Thousand Eight Hundred and Forty Two Dollars & Nine Cents
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2319 1/21/22	\$4.38	Four Dollars & Thirty Eight Cents
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2320 2/4/22	\$187,807.30	One Hundred and Eighty Seven Thousand Eight Hundred and Seven Dollars & Thirty Cents
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## PERSONNEL REPORT

### Approval of the Following Personnel Matters February 17, 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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Elliot Macolino	PT Library Clerk/Step 1	Customer Svc & Mtrls	2/22/22
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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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Tulio Carranza	PT Custodial Worker I/Step 1	Buildings & Grounds	01/22/2022
Jose Recinos	PT Custodial Worker I/Step 9	Buildings & Grounds	01/29/2022
Kathleen Kelly	Café Worker/\$15.50 hr.	Community Services	02/02/2022
Charles Sentowski	Guard/\$23.40 hr.	Security	02/02/2022
Catherine Lageraaen	PT Library Clerk/Step 1	Customer Svc & Mtrls	02/22/2022

#### D. Retirement

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Stephanie Epstein	Library Clerk/Step 16	Customer Svc & Mtrls	02/11/2022
Lisa Herskowitz	Librarian III/Step 19	Children & Family Svcs	03/11/2022

#### 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

**PERSONNEL REPORT ADDENDUM**

Approval of the Following Personnel Matters  
February 17, 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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Rosemary Becker	PT Librarian I/Step 3	Children & Family Svcs	02/18/2022
Eufemio N. Velasquez	PT Custodial Worker I/Step 1	Buildings & Grounds	03/01/2022

**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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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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<b>Promotion</b> Michelle Athanas	Librarian IV/Step 7	Administration	03/07/22
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Report approved by Board of Trustees

  
Secretary