

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING JULY 18, 2019

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 18, 2019.

I. CALL TO ORDER

Chairperson Georganne White called the meeting to order at 10:15am. Also present were Margaret Hartough, Jacqueline Elsas, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Bensimon moved to approve agenda, seconded by Mrs. McGrail and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. McGrail moved to approve minutes of June 20, 2019, as amended, seconded by Mrs. Hartough and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$193,496.67, page 4171, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$36,932.50, page 4172, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$306,308.94, page 4173, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$87,223.20, page 4174, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Mrs. Hartough moved to approve payroll of \$196,904.70, page 2246, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$209,586.05, page 2247, seconded by Mrs. Bensimon and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS No Communication to Report

VII. DIRECTORS REPORT

Administration

The Safe Schools webinar, combined with our state-authorized, board-approved policy, comprises the mandated anti-sexual harassment training. The Department Heads are the first group to be assigned this training followed by the general staff.

Further investigation has determined that relocating the Northport building data lines underground will be more economical, less disruptive, and more secure in the long run.

Buildings and Grounds

The storm on June 30th caused a limb to fall from our Laurel Avenue neighbor's tree damaging a section of the Courtyard's aluminum estate fence. The same storm blew some trim off the north side of the East Northport building. Repairs have been scheduled.

The Courtyard furniture is being refinished in incremental quantities to minimize the impact on patron use of the furniture.

Areas of rust forming on the pedestrian bridge were sanded, primed, and repainted to help preserve this unique architectural feature.

Network and Systems

On the evening of June 27th an attack began on several forms on the library's website using SQL injections. Each of the affected forms ended up with hundreds of spam emails flooding their related email accounts. This attack used a program (bot) to enter programming code into forms with the intention to extract information, modify the website, and/or delete files and databases. As a result of the pre-emptive measures our Network Administrator used to secure the website the impact of this attack was reduced to just a spam nuisance.

Circulation

The Summer Reading Club is already boosting our circulation statistics. The largest increases in circulation were observed in video game, storytime backpack, books on Cd, and Playaway collections. This was a likely result of Librarians highlighting these particular collections at their many class visits.

Community Services

Four additional staff have been training to oversee program check-ins and assist in the setup and use of the equipment in the community rooms.

The *St. Francis Hospital's Outreach Bus* offered free health screenings and information to 18 patrons at the East Northport building. Screenings included a brief cardiac history, blood pressure check, and a simple blood test for cholesterol and diabetes. Referrals were provided as

Sixty-five patrons *Let the Good Times Roll* as they enjoyed their favorite music from the 50s, 60s, and 70s. Patrons sang along as this upbeat 5-piece band entertained them with doo-wop, rock and roll, country, and traditional tunes.

Alyson Richman, international bestselling author of *The Velvet Hours* and *The Lost Wife*, returned to the Library to discuss her new novel *The Secret of Clouds* to 50 patrons in attendance.

Jane Alcorn, Board President of *Tesla Science Center at Wardenclyffe*, presented Nikola Tesla's Wardenclyffe, his historic Long Island laboratory to a combination of 36 history and science enthusiasts.

Adult and Teen Services

Our library's complete collection of 477 historical postcards is now digitally available through New York Heritage website.

Our library did not purchase master microfilm copies of the Observer newspaper for the years 1956-1981 to be kept onsite. In order to digitize these years, copies of the masters we provided to the state would need to be duplicated at a cost of \$100 a roll. Thankfully, the state has agreed to provide microfilm masters for the 26 years at no cost to the library.

Children and Family Services

The *Museum Cove* was transformed into a *Play 'Space' at the Library* with rockets, moon surface, planets, galaxy carpet, and friendly aliens to create an inviting atmosphere in support of this year's Summer Reading Club (SRC) theme. The SRC Kick-off Party energized 92 patrons with music and active games. Darth Vader and two Storm Troopers also attended and posed for many out of this world photos.

The Head of Children and Family Services attended a full-day *American Library Association/Financial Industry Regulatory Authority (ALA/FINRA)* training session prior to the ALA Annual conference in Washington, DC as a requirement of the *Thinking Money for Kids*

grant. The workshop included discussion about grant directives, educational strategies, statistics gathering, report writing, display setup, and brainstorming with the other 49 libraries from across the country who were also grant recipients.

Playaway Launchpads are being added to the collection. The Launchpads consist of preschool apps preloaded onto tablets and fill a demand for a population that is too young to be served by the current platform game collections.

A *Waterfall Discovery Wall* is the newest addition to our courtyard providing water maze pieces that are easily moved to create waterfalls. Water scooped up from the basin may be poured in the top bucket which then rushes down through the spinners and funnels back into the basin.

IX. PERSONNEL REPORT

Mrs. Hartough moved to approve "A. Salary Increase" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

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

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

Mrs. McGrail moved to approve "E. Other" in the personnel report, seconded by Mrs. Hartough and unanimously carried.

X. OTHER BUSINESS

Mr. Olney spoke of his annual trip to Albany to meet with Senators & Legislators, gaining \$7,000.00 in Bullet Aid from Senator Flanagan and Senator Gaughran and an additional \$13,000.00 from Andrew Raia.

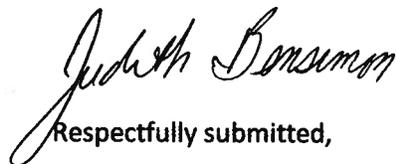
XI. DATES OF FUTURE MEETING

Thursday, August 15, 2019 9:30am Regular Board Meeting

Thursday, September 19, 2019 10:00am Regular Board Meeting

XII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 11:55am, seconded by Mrs. Elsas and unanimously carried.


Respectfully submitted,

Judith Bensimon, Secretary



Northport-East Northport Public Library

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Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, July 18, 2019**, following the Reorganizational Meeting in the Board Conference Room. The Staff Recognition Ceremony will be in the Community Room following the meeting.

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. Other Business
- XI. Date of next library board meetings:
Thursday, August 15, 2019, 10:30 AM – Regular Board Meeting
Thursday, September 19, 2019, 10:00 AM – Regular Board Meeting
- XII. Adjournment

Approval of the Following Personnel Matters
July 18, 2019

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Florence Gorman	Cafe Worker/\$ 13.50	Community Services	07/09/19
Jill Krahel	Cafe Worker/\$ 13.00	Community Services	07/09/19
MaryAnn Morrisroe	Page/\$ 12.90	Circulation/EN	07/09/19
Vincent Catalano	Guard/\$ 21.79	Security	07/09/19
Leonardo Gonzales	Guard/\$ 18.70	Security	07/09/19
James Grillo	Guard/\$ 21.29	Security	07/09/19
Robert Norwood	Guard/\$ 20.79	Security	07/09/19
Efrain Pena	Guard/\$ 19.89	Security	07/09/19
Jeffrey Poeira	Guard/\$ 19.49	Security	07/09/19
Salvatore Rapisardi	Guard/\$ 24.81	Security	07/09/19
Charles Sentowski	Guard/\$ 23.00	Security	07/09/19

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Leonardo Eng	Page/\$12.00	Youth & Family Svcs	07/22/19
Michael Prinzo	Page/\$12.00	Circulation/EN	07/22/19
Vincent Accovelli	Page/\$12.00	Circulation/EN	08/01/19
Francesca Malon	Page/\$12.00	Circulation/N	08/06/19
Madeline Guarineri	Page/\$12.00	Circulation/EN	08/12/19
Cali Alvarez	Page/\$12.00	Adult & Teen Services	08/12/19
Nicole Sepessy	Page/\$12.00	Youth & Family Svcs	08/05/19

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Jennifer Dellamarco	Page/\$12.00	Adult & Teen Services	08/15/19

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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Requests for Leave of Absence

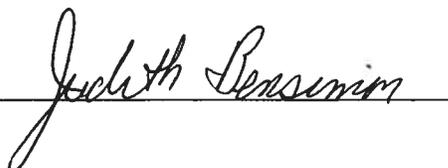
Diana Johnston	P/T Librarian I	Adult & Teen Services	09/10/19 – 12/10/19
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Completion of Master's Degree

Denise Makowski	*P/T Librarian I	Youth & Family Svcs	07/08/19
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(* previously Librarian Trainee)

Report approved by Board of Trustees
Secretary



**LIBRARY BOARD MEETING
July 18, 2019**

ACCOUNTS PAYABLE

4171 06/26/19	\$193,496.67	One Hundred Ninety-Three Thousand, Four Hundred Ninety-Six Dollars, and Sixty-Seven Cents
4172 07/03/19	\$ 36,932.50	Thirty-Six Thousand, Nine Hundred Thirty-Two Dollars, and Fifty Cents
4173 07/10/19	\$306,308.94	Three Hundred Six Thousand, Three Hundred Eight Dollars, and Ninety-Four Cents
4174 07/18/19	\$ 87,223.20	Eighty-Seven Thousand, Two Hundred Twenty-Three Dollars, and Twenty Cents

PAYROLL REGISTERS

2246 06/28/19	\$196,904.70	One Hundred Ninety-Six Thousand, Nine Hundred Four Dollars, and Seventy Cents
2247 07/12/19	\$209,586.05	Two Hundred Nine Thousand, Five Hundred Eighty-Six Dollars, and Five Cents