

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF AUGUST 19, 2021

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, August 19, 2021.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:04am. Also present were Georganne White, Jacqueline Elsas, Judith Bensimon, Carolyn McQuade, 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 MEETING

Mrs. Elsas moved to approve minutes of Regular Board meeting of July 15, 2021, seconded by Ms. White and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Ms. White moved to approve warrant for \$44,104.50, page 4252, seconded by Ms. McQuade and unanimously carried.

Ms. McQuade moved to approve warrant for \$364,445.02, page 4253, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$222,639.57, page 4254, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$101,066.36, page 4255, seconded by Ms. McQuade and unanimously carried.

B. Payroll Register

Ms. McQuade moved to approve payroll of \$206,976.91, page 2304, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$230,184.60, page 2305, seconded by Ms. White and unanimously carried.

C. Review of Monthly Expenditure

VII. COMMUNICATIONS

The Board received thank you notes from the staff for Staff Appreciation Luncheon.

The Board received a notice of retirement from staff member.

VIII. 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 "E. Other" 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 "D. Retirement" in the personnel report addendum, seconded by Mrs. Elsas and unanimously carried.

IX. REVISION OF CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

Ms. McQuade moved to adopt the revised Code of Ethics of the American Library Association (see attached), seconded by Mrs. Elsas and unanimously carried.

X. OTHER BUSINESS

No Other Business to Report

XI. DATES OF FUTURE MEETINGS

Thursday, September 23, 2021	10:00am	Regular Meeting
Thursday, October 21, 2021	10:00am	Regular Meeting

XII. ADJOURNMENT

Mrs. Elsas moved to adjourn the meeting at 10:48 am, seconded by Ms. White 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, August 19, 2021**, 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
- VII. Communications
- VIII. Personnel Report (Motion required)
- IX. Revision of Code of Ethics of the American Library Association (Motion required)
- X. Other Business
- XI. Date of next library board meetings:
Thursday, September 23, 2021, 10:00 AM – Regular Board Meeting
Thursday, October 21, 2021, 10:00 AM – Regular Board Meeting
- XII. Adjournment

LIBRARY BOARD MEETING

AUGUST 19 , 2021

ACCOUNTS PAYABLE

4252 07/19/21	\$44,104.50	Forty Four Thousand One Hundred and Four Dollars & Fifty Cents
4253 07/21/21	\$364,445.02	Three Hundred & Sixty Four Thousand Four Hundred and Forty Five Dollars & Two Cents
4254 08/04/21	\$222,639.57	Two Hundred and Twenty Two Thousand Six Hundred and Thirty Nine Dollars & Fifty Seven Cents
4255 08/19/21	\$101,066.36	One Hundred Thousand Sixty Six Dollars & Thirty Six Cents

PAYROLL REGISTER

2304 07/23/21	\$206,976.91	Two Hundred and Six Thousand Nine Hundred and Seventy Six Dollars & Ninety One Cents
2305 08/06/21	\$230,184.60	Two Hundred and Thirty Thousand One Hundred and Eighty Four Dollars & Sixty Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
August 19, 2021

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>
Spencer Simon	Business Manager I/Step 1	Administration	09/15/2021
Jennifer Russo	PT Librarian I/Step 2	Children & Family Svcs	08/23/2021
Anna Ulrich	PT Library Clerk/Step 3	Customer Svc & Mtrls	09/07/2021
Francesca DeRosa	Page/\$14.00 hr.	Adult & Teen Svcs	09/01/2021

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Madeline Guarineri	Page/\$14.00 hr.	Adult & Teen Svcs	08/11/2021
Francesca Malon	Page/\$14.00 hr.	Adult & Teen Svcs	08/01/2021
Griffin Craffa	Page/\$14.00 hr.	Adult & Teen Svcs	08/14/2021

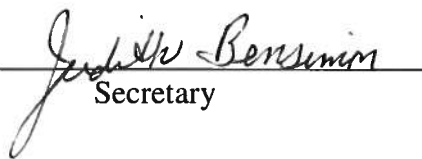
D. Retirement

<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>
Request for Leave of Absence			
Tulio Carranza	PT Custodial Worker I/Step 1	Buildings & Grounds	08/15/21-08/30/21
Lynn Murray	Café Worker/\$14.50 hr.	Community Services	08/25/21-09/04/21
Angelina Singotiko	Page/\$14.00 hr.	Adult & Teen Svcs	08/14/21-08/23/21

Report approved by Board of Trustees


Secretary

PERSONNEL REPORT - Addendum

Approval of the Following Personnel Matters
August 19, 2021

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>
Aimee Saccio	Senior Library Clerk/Step 1	Customer Svc & Mtrls	09/06/2021
Grace Reuschle	Page/\$14.00 hr.	Adult & Teen Svcs	08/30/2021

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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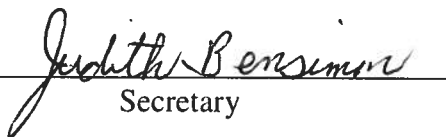
D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Diana Gavagan	PT Librarian I (Childrens)	Childrens & Family Svcs	08/28/2021

E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Report approved by Board of Trustees


Secretary

Code of Ethics of the American Library Association (Adopted by the Northport-East Northport Public Library)

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staff.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
- IX. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council;
amended 6/30/81; 6/28/95; 1/22/08; and 6/29/21

Adopted 04/18/06, Northport-East Northport Public Library