

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF APRIL 20, 2023

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, April 20, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:01am. Also present were Jacqueline Elsas, Michelle Glennon, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice were Margaret Hartough and 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 meeting of March 21, 2023, seconded by Mrs. Elsas and unanimously carried. Mrs. Elsas moved to approve minutes of Public Budget meeting of March 21, 2023, seconded by Mrs. Glennon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Glennon moved to approve warrant for \$205,340.50, page 4322, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$174,545.46, page 4323, seconded by Mrs. Glennon and unanimously carried. Mrs. Glennon moved to approve warrant for \$445,766.90, page 4324, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$185,347.68, page 2353, seconded by Mrs. Glennon and unanimously carried. Mrs. Glennon moved to approve payroll of \$183,583.87, page 2354, seconded by Mrs. Elsas and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS STAFF CONTRACT

Mrs. Elsas moved to convene in Executive Session, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to exit Executive Session and return to regular meeting, seconded by Mrs. Elsas and unanimously carried.

VIII. ACCEPTANCE OF RESULTS OF THE LIBRARY BUDGET VOTE AND ELECTION OF TRUSTEE

Mrs. Elsas moved to approve results of the Library Budget Vote and Election of Trustee,(see attached) seconded by Mrs. Glennon and unanimously carried.

IX. COMMUNICATIONS

Mr. Olney discussed statistics of the Library Vote.

X. DIRECTOR'S REPORT

**Administration**

Department Heads were asked to schedule an emergency exit tour for any new staff and for existing staff members wishing to have a refresher.

The solar electric panels are fully operational. The next step is to receive access and training to use the web portal for monitoring of the system's output.

The contrast and age of the lower level of the courtyard is now more evident following the recent repairs to the upper level. The lower level has developed more divots resulting in poor drainage. Phase 2 is planned to address these issues, provide a larger, more defined, performance area, improved lighting and irrigation, as well as outdoor electrical connections.

The library's annual vote results and exit poll comments once again demonstrated a strong support for the library.

**Adult and Teen Services**

SeniorNet reviewed antivirus software, firewalls, malware, phishing, private browsing, and security settings for Microsoft Edge, Firefox, Google Chrome, and Apple's Safari browsers for 66 patrons to provide a safer browsing experience.

The spring blood drive received blood from 69 patrons providing the potential to save up to 207 lives.

This month, the library's Homeward Bound service provided 28 deliveries putting 57 items in the hands of patrons that could not come into the library.

Teen volunteer opportunities were provided to 42 patrons who created cherry blossom wall hangings for local senior residents and 35 patrons who decorated butterfly houses for our fluttering friends to enjoy.

### **Buildings and Grounds**

New safety codes for elevators dictate upgrades are required to restrict the opening of passenger elevator car doors from the inside when the car is outside the unlocking zone. The upgrades are scheduled for the elevators in each building requiring twice the work in Northport since there are both front and rear doors on the Northport car.

### **Children and Family Services**

The library hosted the Joint Librarians' meeting with our school librarians. It has been almost three years since we were able to meet and it was great to get reacquainted and remind them of all of our services. It is very important that we have this relationship with the school librarians because it benefits the children of our community in many ways.

The library hosted its first un-birthday. This transpired because a patron called and wanted to have her son's party at the library. The Library is her son's favorite place to visit. We worked with the patron to provide a unique experience for this special day. They started by gathering in the gallery where a family member read a book to the group and the children completed their own craft. Then the birthday boy led the group into the Children's Room where they enjoyed the scavenger hunt and utilized our play area.

All twelve winners of this year's bookmark contest enjoyed a reception with 74 participants followed by a mini art lesson. Patrons were grateful to have something to celebrate and be back together again.

*Elephant and Piggie* came to the library for our budget vote. Nearly 200 patrons enjoyed meeting and taking pictures with the beloved storybook characters who visited both library buildings. It was a wonderful way to utilize the costumes we were already using for our Summer Reading Club promotional video. Stay tuned!

### **Community Services**

Regularly scheduled Northport Arts Coalition (NAC) programs at the library have resumed. The first program called *World Beat Collective* was well-attended with 58 patrons.

The department head renewed their Suffolk County Limited Food Manager's certificate at the Suffolk County *Bureau of Public Health Protection* in Yaphank. The four-hour training session is always an opportunity to learn something new, and the certificate is valid for three years.

The Library was thrilled to welcome back vocalist Paige Paterson with her concert *Let's Hear it for the Girls*, in honor of Women's History Month. Fifty-six patrons enjoyed listening to Ms. Patterson's homage to the female artists whose influences helped shape the American musical landscape, Ella Fitzgerald, Nancy Wilson, Tina Turner, Carol King, Alicia Keys, and more.

**Customer Service and Materials Management**

High demand was anticipated for the Long Island Reads book, *A Speck in the Sea*. Many copies were ordered and were processed as soon as they arrived. A few additional copies were even donated to our library by another library in Suffolk County where the demand was not as great.

**Network and Systems**

The annual fixed asset inventory, aka - scavenger hunt, has begun in preparation for our audit.

XI. PERSONNEL REPORT

Mrs. Elsas moved to approve "C. Resignation" in the personnel report, seconded by Mrs. Glennon and unanimously carried.

XII. 2023 ADDITIONAL LIBRARY CLOSINGS

Mrs. Glennon moved to approve Additional Library Closings, (see attached) seconded by Mrs. Elsas and unanimously carried.

XIII. OTHER BUSINESS

Mr. Olney spoke of issues at Half Hollow Hills and Wyandanch Libraries.

The Board received a letter from the family of former Trustee Betsy McGrail with a generous donation.

The Library received a letter from a former patron who took part in the program "Let's Talk" and shared her positive experience.

XIV. FUTURE MEETINGS

Thursday May 18, 2023	10:00am	Regular Board Meeting
Thursday June 15, 2023	10:00am	Regular Board Meeting

XIII. ADJOURNMENT

Mrs. Glennon moved to adjourn the meeting at 11:39am, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted



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, April 20, 2023, 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(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. Motion to convene in Executive Session to discuss staff contract (Motion required)
- VIII. Acceptance of results of the Library Budget Vote and Election of Trustee (Motion required)
- IX. Communications
- X. Director's Report
- XI. Personnel Report (Motion required)
- XII. 2023 Additional Library Closings (Motion required)
- XIII. Other Business
- XIV. Date of next library board meetings:  
Thursday, May 18, 2023, 10:00 AM – Regular Meeting  
Thursday, June 15, 2023, 10:00 AM – Regular Meeting
- XV. Adjournment

**LIBRARY BOARD MEETING  
APRIL 20, 2023**

***ACCOUNTS PAYABLE***

4322 3/29/23	\$205,340.50	Two Hundred & Five Thousand Three Hundred and Forty Dollars & Fifty Cents
4323 4/12/23	\$174,545.46	One Hundred Seventy Four Thousand Five Hundred and Forty Five Dollars & Forty Six Cents
4324 4/20/23	\$445,766.90	Four Hundred Forty Five Thousand Seven Hundred and Sixty Six Dollars & Ninety Cents

***PAYROLL REGISTER***

2353 3/31/23	\$185,347.68	One Hundred Eighty Five Thousand Three Hundred and Forty Seven Dollars & Sixty Eight Cents
2354 4/14/23	\$183,583.87	One Hundred Eighty Three Thousand Five Hundred and Eighty Three Dollars & Eighty Seven Cents

I, Frances Byrne, Clerk of the Special District Meeting of Northport-East Northport Public Library held on April 4, 2023, do hereby CERTIFY the following results of the voting on the proposed Library Budget 2023/2024 and to elect (1) member to the Board of Trustees to a five-year term commencing July 1, 2023 and ending on June 30, 2028.

NOTE: VOTE WAS TAKEN BY VOTING MACHINE

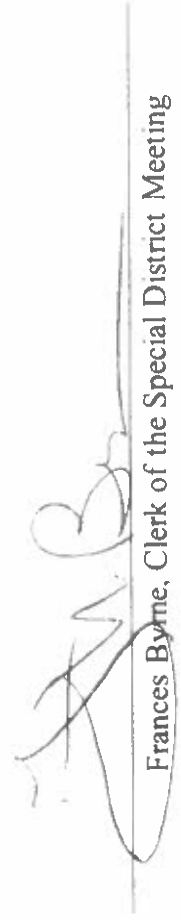
PROPOSITION NO. 1:  
PROPOSED LIBRARY BUDGET  
 \$ 10,364,600

YES                      NO  
 330                              70

TOTAL VOTES CAST FOR BUDGET                      400

TOTAL VOTES CAST FOR TRUSTEE                      358

LIBRARY TRUSTEE  
 Michelle Glennon                      356  
 Nancy Morcef                              1  
 Phuck N. Alfie                              1

  
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 Frances Byrne, Clerk of the Special District Meeting

# PERSONNEL REPORT

Approval of the Following Personnel Matters  
April 20, 2023

A. Salary Increase	<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
B. New Employees	<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
C. Resignations	<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
	Jules Nguyen	Page/\$15.30 hr.	Children & Family Svcs	05/13/2023
D. Retirement	<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
E. Other	<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>

Report approved by Board of Trustees

  
Secretary



**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

**2023 Additional Library Closings**

East Northport Festival

September 8, 2023 (Friday)

East Northport Building Close at 5:00 PM

September 9, 2023 (Saturday)

East Northport Building Close all day

Cow Harbor Weekend

September 23, 2023 (Saturday)

Northport Building Open at 12:00 Noon