

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF OCTOBER 20, 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, October 20, 2022.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:00am. Also present were Jacqueline Elsas, Michelle Glennon, Margaret Hartough, Assistant Director Nancy Morcerf and Director James Olney. Toni Wu of Bayside CPS PLLC, Library accountant attended to present the Auditor's Report on Examination. Absent with prior notice was Georganne White.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Hartough 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 meeting of September 22, 2022, seconded by Mrs. Glennon and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Discussion and acceptance of Auditor's Report on Examination

After Discussion Mrs. Glennon moved to accept Auditor's Report, seconded by Mrs. Hartough and unanimously carried.

B. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$200,341.76, page 4301, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$185,915.18, page 4302, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$212,285.73, page 4303, seconded by Mrs. Hartough and unanimously carried.

C. Payroll Register

Mrs. Hartough moved to approve payroll of \$182,545.65, page 2340, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$190,510.24, page 2341, seconded by Mrs. Glennon and unanimously carried.

D. Review of Monthly Expenditures

E. Review of Statistical Summary

F. 2021/2022 Audit Allocation of Funds

Mrs. Glennon moved to approve 2021/2022 Audit Allocation of Funds (see attached), seconded by Mrs. Hartough and unanimously carried.

VII. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS STAFF CONTRACT NEGOTIATIONS  
Motion to Convene in Executive Session was not required as report from staff association was not received.

VIII. COMMUNICATIONS  
No Communications to Report

IX. DIRECTOR'S REPORT

**Administration**

Twenty-eight staff members participated in the annual flu inoculation sponsored by the library.

Due to the unexpected family leave of our project manager, the solar panel installation will now begin in November.

The staff lounge at the East Northport building will be getting a remodel to include a new refrigerator, cabinetry, flooring and furniture.

The Suffolk Cooperative Library System's New York State Construction Aid Advisory Committee has recommended funding aid in full amount allowable, fifty percent of the project costs, for the replacement of the skylights in the East Northport building Children's Room.

**Adult and Teen Services**

The library booth at Northport's Cow Harbor Day featured a meet-and-greet with a four-legged star of the library's *Paws to Read* program. Photos and petting were free for all.

A giant JENGA game borrowed from the Suffolk Cooperative Library System saw many ups and downs at the library's the East Northport Festival booth.

The Fall Festival held in Huntington Village had 928 visitors at the library booth over a two-day period.

One-hundred-and-forty-four teens volunteered to make kindness rocks, collect recyclables, and write cards to hospitalized children.

**Buildings and Grounds**

The Northport building server room air conditioning unit was repaired and now seems to be functioning as expected.

The annual fire extinguisher service and inspection has been performed in both buildings. Additional extinguishers have been installed as recommended and the extinguisher maps in the *Safety Exit Plan* binders located throughout the buildings are being updated.

#### **Children and Family Services**

A children's librarian attended a back-to-school fair at *Weekday Nursery School* and presented library resources to the approximately 50 families in attendance.

A new program for *Little Athletes* will feature a different sport each month. The first helped develop important baseball skills such as throwing, catching, hitting, and running the bases.

An underused area in the East Northport children's room has been repurposed with soft seating and has already become a popular spot for parents to relax and recharge.

#### **Community Services**

The library sold 36 tickets to a *Long Island Ducks* game, which provided a night of entertainment, with nice weather and fireworks concluding the evening.

*Managing Your Paper* presented by professional organizers and co-authors of the book *Beyond Tidy*, Marie Limpert and Annmarie Brogan, taught 43 patrons techniques to manage their everyday paperwork. The presenters' fun-loving and non-judgmental approach made participants feel at ease and realize that they were not alone.

A representative from the NYS Comptroller's Office presented an *Unclaimed Funds Workshop* to 34 participants, which included history and facts, as well as search instruction and tips.

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

Two of the part-time clerical staff with the longest years of service, over 24 years each, have decided to retire. We will miss them and wish them well.

#### **Network and Systems**

Alert buttons have been installed in the community rooms of each building to provide an efficient and subtle way for staff to request assistance from colleagues.

Cyber Security training has been assigned to department heads and will be assigned to the remaining staff before the end of the year.

#### X. PERSONNEL REPORT

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

Mrs. Hartough moved to approve "D. Retirement" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

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

XI. REVISION OF POLICY ON PERIOD FOR PUBLIC EXPRESSION AT LIBRARY TRUSTEE'S MEETINGS

Mrs. Hartough moved to approve revision of Policy on Period for Public Expression at Library Trustee's Meetings (see attached), seconded by Mrs. Elsas and unanimously carried.

XII. OTHER BUSINESS

Mr. Olney spoke of the Library being the recipient of First Place for the 2022 Suffolk Library Marketing Award for the project: COMMUNITY of HEARTS: An Art Exhibit in Remembrance of 9/11. Kate Heaviside of Community Services had the original concept for the project, and working with Library staff and the Community was able to bring her idea to fruition.

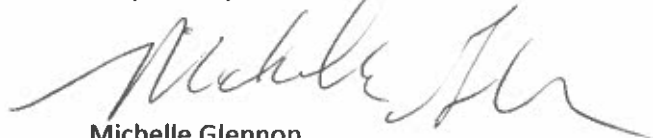
XI. FUTURE MEETINGS

Thursday, November 17, 2022	10:00am	Regular Board Meeting
Thursday, December 15, 2022	10.00am	Regular Board Meeting

XII. ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 12:35 pm, seconded by Mrs. Glennon 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

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, October 20, 2022, 10:00 AM** in the Board Conference Room. Toni Wu of Bayside CPA PLLC, library accountant, will be in attendance.

## 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. Discussion and acceptance of Auditor's Report on Examination (Motion required)
  - B. Approval of warrants (Motion required)
  - C. Acceptance of payroll registers (Motion required)
  - D. Review of monthly expenditures
  - E. Review of statistical summary
  - F. 2021/2022 Audit allocation of funds (Motion required)
- VII. Motion to convene in Executive Session to discuss staff contract negotiations (Motion required)
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Revision of Policy on Period for Public Expression at Library Board of Trustees Meetings (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:  
Thursday, November 17, 2022, 10:00 AM – Regular Board Meeting  
Thursday, December 15, 2022, 10:00 AM – Regular Board Meeting
- XIV. Adjournment

**LIBRARY BOARD MEETING  
OCTOBER 20, 2022**

***ACCOUNTS PAYABLE***

4301 9/28/22	\$200,341.76	Two Hundred Thousand Three Hundred and Forty One Dollars & Seventy Six Cents
4302 10/12/22	\$185,915.18	One Hundred & Eighty Five Thousand Nine Hundred and Fifteen Dollars & Eighteen Cents
4303 10/20/22	\$212,285.73	Two Hundred & Twelve Thousand Two Hundred and Eighty Five Dollars & Seventy Three Cents

***PAYROLL REGISTER***

2340 9/30/22	\$182,545.65	One Hundred and Eighty Two Thousand Five Hundred and Forty Five Dollars & Sixty Five Cents
2341 10/14/22	\$190,510.24	One Hundred and Ninety Thousand Five Hundred and Ten Dollars & Twenty Four Cents

Based on the recommendations from the 2021/2022 audit by Bayside CPA PLLC presented at the October 20, 2022 Board meeting, be it resolved that the Board of Trustees moves to approve that portions of the Unappropriated Fund Balance shall be allocated to the following funds:

- the Designated Fund for Accrued Sick Benefits be increased by \$90,000 to a total of \$690,000 to cover liability, and
- the Designated Fund for Capital Improvement be increased by \$250,000 to a total of \$2M.

## PERSONNEL REPORT

Approval of the Following Personnel Matters  
October 20, 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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Barbara Cressy	PT Library Clerk/Step 1	Customer Svc & Mtrls	10/21/2022
Richard Wilson	Guard/\$20.00 hr.	Security	10/21/2022

### 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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Josephine Kerrigan	PT Library Clerk/Step 17	Customer Svc & Mtrls	09/22/2022
Catherine Brindisi	PT Library Clerk/Step 17	Customer Svc & Mtrls	10/31/2022

### 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**

Report approved by Board of Trustees

  
Secretary



**PERSONNEL REPORT ADDENDUM**

Approval of the Following Personnel Matters  
October 20, 2022

**A. Salary Increase**  
**Name**

**Position & Grade/Step**

**Department**

**Effective Date**

**B. New Employees**  
**Name**

**Position & Grade/Step**

**Department**

**Effective Date**

**C. Resignations**  
**Name**

**Position & Grade/Step**

**Department**

**Effective Date**

Elliot Macolino

PT Library Clerk/Step 1

Customer Svc & Mtrls

10/18/2022

**D. Retirement**  
**Name**

**Position & Grade/Step**

**Department**

**Effective Date**

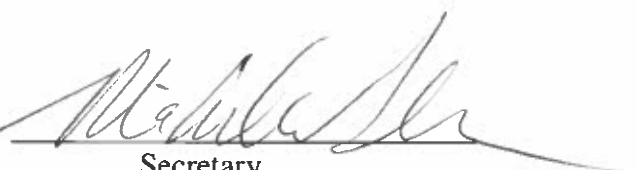
**E. Other**  
**Name**

**Position & Grade/Step**

**Department**

**Effective Date**

Report approved by Board of Trustees

  
Secretary



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## **POLICY ON PERIOD FOR PUBLIC EXPRESSION AT LIBRARY BOARD OF TRUSTEES MEETINGS**

Board meetings are for the conducting of library business and as required by the Open Meetings Law are open for observation by the public. They are not public hearings about library affairs. Under the Open Meetings Law a provision for public participation is not required, though the Board sets aside a period of up to 60 minutes for public expression in the agenda. In the interests of time and the effective conduct of business, individual public comments are limited to no more than five minutes each so that members of the public attending a board meeting will have an equal opportunity to speak, up to the 60 minute cap.

Individuals wishing to make public comments shall provide their name and address to the Board up to 30 minutes prior to the start of the meeting. Residents of the Library District are given first priority for public comments.

For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures shall be allowed in meeting rooms. Other signs, placards or banners shall not disrupt meetings or interfere with the view of others in attendance at the meeting. Persons with signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting. Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing, talking in a private conversation or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.

Board members are not required to respond to questions or statements made during the public expression portion of the meeting.