

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF APRIL 18, 2024

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 18, 2024.

I. CALL TO ORDER

President Carolyn McQuade called the meeting to order at 10:03am. Also present were Michelle Glennon, Lisa Herskowitz, Margaret Hartough, Jaqueline Elsas, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Glennon moved to approve the agenda, as amended, seconded by Mrs. Elsas and unanimously carried.

IV. OATH OF OFFICE

Library Attorney Andrew Martingale administered the Oath of Office to Trustees Lisa Herskowitz and Jacqueline Elsas.

V. PERIOD FOR PUBLIC EXPRESSION

Librarian Candace Reeder sent a copy of an essay printed in Newsday (see attached) by a member of her reading group.

VI. MINUTES OF PREVIOUS MEETINGS

Mrs. Glennon moved to approve minutes of Regular Board meeting of March 14, 2024, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve minutes of Public Information meeting of April 2, 2024, seconded by Mrs. Herskowitz and unanimously carried.

VII FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$316,884.76, page 4361, seconded by Mrs. Herskowitz and unanimously carried.

Mrs. Herskowitz moved to approve warrant for \$232,736.10, page 4362, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$303,310.25, page 4363, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$98,759.20, page 4364, seconded by Mrs. Herskowitz and unanimously carried.

B. Payroll Register

Mrs. Herskowitz moved to approve payroll of \$201,500.99, page 2379, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$201,227.65, page 2380, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve payroll of \$200,284.33, page 2381, seconded by Mrs. Elsas and unanimously carried.

- C. Review of Monthly Expenditures
- D. Review of Statistical Summary

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

Mrs. Hartough move to accept results of Library Budget Vote and the election the the Trustees, (see attached) seconded by Mrs. Glennon and unanimously carried.

IX. COMMUNICATIONS

No Communications to Report

X. DIRECTOR'S REPORT

Administration

The skylight fabricator has notified the library that the replacement skylights for East Northport are ready for delivery. We are working with architect and contractor to schedule a date for installation.

The Northport reading room and mezzanine carpeting is scheduled to be replaced in May. This will involve a large amount of shifting of materials to accommodate the needs of the installers.

The stage in Northport was not properly built when it was constructed. The stage flooring will be removed so that the structure can be reinforced and a new flooring can be installed.

Mark your calendar for June 25th when the 110th Anniversary Celebration will be held at the Northport building from 3-6pm.

Adult and Teen Services

The library began distributing solar eclipse glasses, two per library card, on March 1st. Demand steadily grew throughout the month resulting in the distribution of 5k pairs exhausting our supply three days prior to the event. Now that the eclipse has passed, we are eager to continue the spirit of sharing by collecting gently-used solar eclipse glasses for *Astronomers without Borders* so that others may experience this spectacular phenomenon as eclipses occur in other parts of the world.

The seed library has returned for spring planting and this year has a new feature – wildflower seed pops.

SeniorNet: Computer Security provided 47 patrons ways on how to protect their personal information and computer or laptop against malware, viruses, spam, identity theft, and more.

The *Spring Blood Drive* through the *New York Blood Center* had 83 participants, potentially saving 249 lives.

Buildings and Grounds

A number of lighting fixtures in the East Northport building parking lot have been repaired.

The faulty street light for the crosswalk in front of the Northport building was replaced by the village.

Both elevators will be scheduled for repairs and upgrades during times that will be least disruptive to library patrons.

Children and Family Services

The library's popular *Paws to Read* program provided 37 patrons an opportunity to read to a certified therapy dog.

This month's scavenger hunt theme featured *PAW Patrol* welcoming 831 aspiring sleuths to discover new areas of the children's room.

Community Services

Students for 60k held a community forum at the Northport building for nearly 150 students to present what they learned from their recent service trip to Kenya.

Rhonda Kay and the Backstage Trio performed Broadway's finest songs, iconic hits, and more from the Great American Songbook for 111 patrons in attendance. This trio of veteran musicians included pianist Rob Fishman, drummer Brad Sporkin, and bassist Edgar Mills.

A Northern Ireland Travelogue presented the rich history and dramatic coastline to 54 patrons. Savvy Sightseer Jeanne Schnupp explored the metropolitan capital of Belfast, the odd cluster of naturally occurring stones known as the Giants Causeway, the captivating backdrops for Game of Thrones, and more.

The *Island Winds Chamber Ensemble* is a group of 12 renowned Long Island musicians who have received accolades for their performances at venues from Montauk to Manhahttan. The group performed music for 72 patrons ranging from light classics to well-known modern favorites including selections by Mancini, Strauss, Joplin, Irving Berlin, Shostakovich, and more.

The library will be adding passes to the *9/11 Memorial and Museum* to its popular Museum Passes collection.

Additional discount codes will be available for patrons. The *Coastal Research and Education Society of Long Island* which provides whale-watching trips out of Montauk, and The *Gateway Playhouse* in Bellport will be added to the current *Splish Splash Water Park* and *Wildlife Conservation Society* discount codes.

Customer Service and Materials Management

Many new library cards were issued and expired cards renewed as a result of the distribution of the solar eclipse glasses.

The loan period has been changed and item packaging updated to allow older video games to circulate to out of district patrons.

Network and Systems

Bidding for the hardware portion of e-rate closed in March and bidding for the Dark Fiber contract closed in April.

Work has begun to introduce Square, a financial services platform by Block, Inc., into the library. It will enable the acceptance of credit card payments for library program registration fees and cafe purchases.

XI. PERSONNEL REPORT

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

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

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

Mrs. Herskowitz moved to approve "C. Resignations" in the personal report addendum, seconded by Mrs. Glennon and unanimously carried.

XII. 2024 ADDITIONAL LIBRARY CLOSINGS

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

XII. OTHER BUSINESS

Assistant Director, Nancy Morcerf shared a letter from a patron expressing her thanks to the Library for the positive impact it had on her son growing up.

XIIV. FUTURE MEETINGS

Thursday, May 16, 2024

10:00am

Regular Board Meeting

Thursday, June 20, 2024

10:00am

Regular Board Meeting

XV. ADJOURNMENT

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

Respectfully Submitted



Michelle Glennon

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, April 18, 2024, 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. Oath of Office: Andrew Martingale to Jacqueline Elsas and Lisa Herskowitz, Trustees
- V. Period for Public Expression
- VI. Minutes of previous meeting(s) (Motion required)
- VII. 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
- VIII. Acceptance of results of the Library Budget Vote and Election of Trustee(s) (Motion required)
- IX. Communications
- X. Director's Report
- XI. Personnel Report (Motion required)
- XII. 2024 Additional Library Closings (Motion required)
- XIII. Other Business
- XIV. Date of next library board meetings:
Thursday, May 16, 2024, 10:00 AM – Regular Meeting
Thursday, June 20, 2024, 10:00 AM – Regular Meeting
- XV. Adjournment

**LIBRARY BOARD MEETING
APRIL 18, 2024**

ACCOUNTS PAYABLE

4361 3/13/24	\$316,884.76	Three Hundred & Sixteen Thousand Eight Hundred and Eighty Four Dollars & Seventy Six Cents
4362 3/27/24	\$232,736.10	Two Hundred & Thirty Two Thousand Seven Hundred & Thirty Six Dollars & Ten Cents
4363 4/10/24	\$303,310.25	Three Hundred & Three Thousand Three Hundred and Ten Dollars & Twenty Five Cents
4364 4/18/24	\$98,759.20	Ninety Eight Thousand Seven Hundred and Fifty Nine Dollars & Twenty Cents

PAYROLL REGISTER

2379 3/15/24	\$201,500.99	Two Hundred and One Thousand Five Hundred Dollars & Ninety Nine Cents
2380 3/29/24	\$201,227.65	Two Hundred & One Thousand Two Hundred & Twenty Seven Dollars & Sixty Five Cents
2381 4/9/24	\$200,284.33	Two Hundred Thousand Two Hundred & Eighty Four & Thirty Three Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
April 16, 2024

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>
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Paola Centeno	Page/\$16.00 hr.	Children & Family Svcs	04/22/24
Aaron Colonna	Page/\$16.00 hr.	Children & Family Svcs	04/22/24

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>
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E. Other

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Effective Date</u>
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Promotion

Michelle Schatz	Library Clerk/Step 1	Customer Svc & Mtrls	04/22/24
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Request for Leave of Absence

Kaitlyn Johnson	Page	Adult & Teen Svcs	05/09/24-05/17/24
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Report approved by Board of Trustees



Secretary

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters

April 18, 2024

A. Salary Increase

Name

Position & Grade/Step

Department

Effective Date

B. New Employees

Name

Position & Grade/Step

Department

Effective Date

Eduardo Lopez

Page/\$16.00 hr.

Adult & Teen Svcs

04/22/24

C. Resignations

Name

Position & Grade/Step

Department

Effective Date

Coletta Caruso

Page/\$16.00 hr.

Children & Family Svcs

05/14/24

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

I, Frances Byrne, Clerk of the Special District Meeting of Northport-East Northport Public Library held on April 16, 2024, do hereby CERTIFY the following results of the voting on the proposed Library Budget 2024/2025 and to elect (2) members to the Board of Trustees, one for a term commencing immediately upon election and ending on June 30, 2025; the other to a five-year term commencing July 1, 2024 and ending on June 30, 2029.

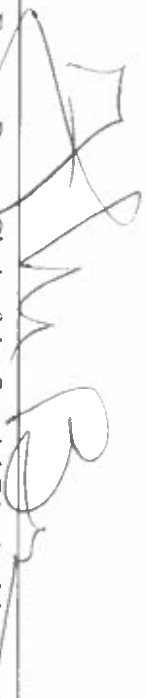
NOTE: VOTE WAS TAKEN BY PAPER BALLOTS

PROPOSITION NO. 1:
PROPOSED LIBRARY BUDGET
 \$ 10,515,400

<u>YES</u>	<u>NO</u>
415	67

<u>LIBRARY TRUSTEE</u>	
Javanica Stock	156
Jacqueline Elsas	306
Lisa Herskowitz	290
Fran Byrne (write in)	1
Denise Campbell (write in)	1
Patrick Cancroft (write in)	1
Steve Ingrahm (write in)	1
Joseph Sabia (write in)	1
Shannon Volpe (write in)	1
Georganne White (write in)	1

TOTAL VOTES CAST FOR BUDGET	482
TOTAL VOTES CAST FOR TRUSTEE	306 (5 yr. term)
TOTAL VOTES CAST FOR TRUSTEE	290 (1 yr. term)



 Frances Byrne, Clerk of the Special District Meeting

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2024 Additional Library Closings

East Northport Festival

September 6, 2024 (Friday)	East Northport Building Close at 5:00 PM
September 7, 2024 (Saturday)	East Northport Building Close all day

Cow Harbor Weekend

September 21, 2024 (Saturday)	Northport Building Open at 12:00 Noon
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