

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF JULY 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, July 18, 2024.

- I. **CALL TO ORDER**
President Carolyn McQuade called the meeting to order at 10:19am. 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. Hartough moved to approve the agenda, as amended, 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 June 20, 2024, as amended, seconded by Mrs. Glennon and unanimously
- VI. **FINANCIAL SECRETARY & TREASURER'S REPORT**
 - A. **Approval of Warrants**
Mrs. Glennon moved to approve warrant for \$317,411.03, page 4371, seconded by Mrs. Herskowitz and unanimously carried.
Mrs. Herskowitz moved to approve warrant for \$213,188.63, page 4372, seconded by Mrs. Hartough and unanimously carried.
Mrs. Hartough moved to approve warrant for \$74,601.40, page 4373, seconded by Mrs. Elsas and unanimously carried.
Mrs. Elsas moved to approve warrant for \$279,548.16, page 4374, seconded by Mrs. Glennon and unanimously carried.
 - B. **Payroll Register**
Mrs. Glennon moved to approve payroll of \$204,639.70, page 2386, seconded by Mrs. Herskowitz and unanimously carried.
Mrs. Herskowitz moved to approve payroll of \$210,197.80, page 2387, seconded by Mrs. Hartough and unanimously carried.
 - C. **Review of Monthly Expenditures**
 - D. **Review of Statistical Summary**
- VII. **COMMUNICATIONS**
No Communications to Report.

VIII. DIRECTOR'S REPORT

Administration

The Northport building will begin offering patrons an opportunity for shredding with the arrival of the Shred-It Bins. These locked bins, located in the lobby on the Laurel side of the building, are similar in size and style to US Mailboxes. Signage will inform patrons about the shredding process. Each week, the Shred-It company will send a truck to collect and shred the accumulated paper from these bins.

The East Northport building will collect and recycle plastic waste including household bags and wrap as part of the NexTrex recycling challenge, managed by the Suffolk Cooperative Library System. Examples of appropriate plastics for recycling are included on the receptacles. The goal is to recycle 500 pounds of plastic bags or film. When that goal is met, the library will receive a NexTrex bench.

The carpet replacement project in the Northport Main Reading Room and area offices is complete. Patrons and staff are pleased with the new, updated look.

The Summer Library Adventure features a scavenger hunt for a unique icon at each participating Suffolk County public library. In Northport, a Bird's Nest (icon) is perched to overlook the Little Prince and in East Northport, a Buffalo (Bison icon) grazes in the café. For a limited time only, Buffalo Cheese Curls are on the East Northport Cafe summer snacks menu.

Staff and patrons (70) took a trip down memory lane during the Library's 110th Anniversary commemoration. Highlights included the historical slideshow, complete with the director's impromptu, personal commentary and recollections; the photo-op "in front" (or on the roof) of the original Carnegie library building on Main Street: the children's crafts with teen volunteers; and the tasty mini-cupcake or two or three.

Adult and Teen Services

During the carpet replacement project, the reference and circulation staff worked side-by-side at the main lobby desk. This arrangement gave librarians a unique perspective of a typical day for a library circulation clerk. Most notable was the pace, noise (phones, book carts, talking – laughing- crying), variety of patron interactions, and frequent switching of gears as patrons queued up in the lobby for a myriad of customer service needs. Overall, the calm and welcoming skills displayed by each clerk was noted and is commendable.

June Outreach opportunities included PrideFest at the Northport Harbor, LGBT Fair at VAMC, Middle School visits to promote the Summer Reading library adventure and programs, and the return of Beach Bag Book carts to the Asharoken, Crab Meadow and Sand City beaches.

During this month's medicine take-back, our local police collected nearly 40 pounds of items from 34 patrons. Twenty-four teens made dog bandanas, 19 teens created 3D string art flower pots, and 22 teens picked up the DIY Squishy Donut crafts to create at home.

Children and Family Services

The Summer Reading Club excursion is underfoot. Librarians visited all four elementary schools to talk up Summer Adventures which begin at the Library. One-hundred-eighty patrons met the Farm Animals including the fan favorite llama; and 592 patrons completed the "Bluey" scavenger hunt. "Outside In" is the Summer theme for the play areas in both buildings featuring tents, camping gear, and wall clings depicting the great outdoors.

Community Services

The library newsletter archive project continues as past issues are scanned and uploaded. Currently all issues dating back to 1988 have been scanned.

The traveling Playbills exhibit was on stage at the Smithtown Library, Nesconset Branch. Popular programs included Keystone Plants with 33 patrons; Ed Ryan Performs Paul McCartney with 75 patrons; and NAC Presents Tangos & Beyond with 60 patrons.

Customer Service and Materials Management

The Birding Backpacks have flown off the shelves and once they are returned, off they go again to the next patron in the holds queue. The 2023/24 Fiscal Close was completed with 96,722 total number of items in the East Northport collections and 160,856 in Northport.

Network and Systems

SCLS has changed its notification channels which alert staff of slowdowns, outages, or other service issues with the Sierra Integrated Library System (ILS). The Sierra ILS is used for library circulation, patron accounts and activity, cataloging and materials management. The updated notification channel is browser-based and accessible by all necessary and interested staff. The old notification system was hardware-based and sent alerts to only four computers per building.

The annual inventory scavenger hunt was completed as part of the fiscal year wrap-up.

IX.. PERSONNEL REPORT

Mrs. Hartough 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 Mrs. Glennon and unanimously carried.

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

X. REVIEW OF ANNUAL AUDIT POLICY

Mrs. Herskowitz moved to approve Annual Audit Policy, (see attached) seconded by Mrs. Hartough and unanimously carried.

XI. OTHER BUSINESS

NO OTHER BUSINESS TO REPORT

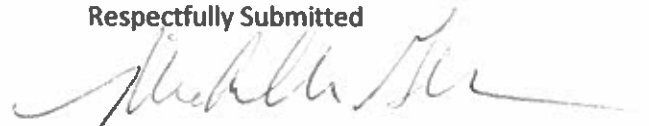
XII. FUTURE MEETINGS

Thursday, August 22, 2024	10:00am	Regular Board Meeting
Thursday, September 19, 2024	10:00am	Regular Board Meeting

XIII. ADJOURNMENT

Mrs. Herskowitz moved to adjourn meeting at 11.30 am, seconded by Mrs. Hartough 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, July 18, 2024**, following the Reorganizational Meeting 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
 - D. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Review of the Annual Audit Policy (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:
Thursday, August 22, 2024, 10:00 AM – Regular Board Meeting
Thursday, September 19, 2024, 10:00 AM – Regular Board Meeting
- XIII. Adjournment

PERSONNEL REPORT

Approval of the Following Personnel Matters
July 18, 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>
Elizabeth Aitken	Page/\$16.40 hr.	Adult & Teen Svcs	07/22/24
Sophie Novello	Page/\$16.40 hr.	Adult & Teen Svcs	07/22/24
Shannon Weisman	Page/\$16.40 hr.	Adult & Teen Svcs	07/22/24
Josh Osik	Guard/\$21.70 hr.	Security	07/18/24
Grace Hill	Café Worker	Community Services	07/22/24

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Eduardo Lopez	Page/\$16.00 hr.	Adult & Teen Svcs	06/25/24
Michael Prinzo	Page/\$16.00 hr.	Adult & Teen Svcs	07/13/24
Sarah Pierce	Page/\$16.70 hr.	Adult & Teen Svcs	08/02/24

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>
Promotion			
Alexandra Figler	Librarian I/Step 1	Adult & Teen Svcs	07/22/24
Steven Limbach	Library Clerk/Step 1	Customer Svc & Mtrls	08/01/24
Request for Leave of Absence			
Alina Mendonis	Page	Children & Family Svcs	06/30/24-07/13/24

Report approved by Board of Trustees


Secretary

**LIBRARY BOARD MEETING
JULY 18, 2024**

ACCOUNTS PAYABLE

4371 6/19/24	\$317,411.03	Three Hundred & Seventeen Thousand Four Hundred and Eleven Dollars & Three Cents
4372 7/2/24	\$213,188.63	Two Hundred & Thirteen Thousand One Hundred & Eighty Eight Dollars & Sixty Three Cents
4373 7/15/24	\$74,601.40	Seventy Four Thousand Six Hundred and One Dollars & Forty Cents
4374 7/18/24	\$279,548.16	Two Hundred & Seventy Nine Thousand Five Hundred and Forty Eight Dollars & Sixteen Cents

PAYROLL REGISTER

2386 6/21/24	\$204,639.70	Two Hundred & Four Thousand Six Hundred and Thirty Nine Dollars & Seventy Cents
2387 6/7/24	\$210,197.80	Two Hundred and Ten Thousand One Hundred and Ninety Seven Dollars & Eighty Cents



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ANNUAL AUDIT POLICY

The Library Board of Trustees will retain the services of a certified public accountant who will provide advice and consultation, review the financial records, and perform an annual audit in accordance with United States generally accepted accounting principles and in conformity with the requirements of the New York State Department of Audit and Control.

A written independent auditor's report, including an opinion on the financial statement for the fiscal year, shall be issued by the accountant at the closing of the audit. Following its receipt, this report shall be presented to the trustees at the Board meeting.