

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF AUGUST 22, 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, August 22, 2024.

I. CALL TO ORDER

President Carolyn McQuade called the meeting to order at 10:01am. 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 seconded by Mrs. Elsas and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Elsas moved to approve minutes of the Reorganizational Board meeting of July 18, as amended, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve minutes of Regular Board meeting of July 18, seconded by Mrs. Herskowitz and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Herskowitz moved to approve warrant for \$236,216.48, page 4375, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$319,853.77, page 4376, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$181,525.12, page 4377, seconded by Mrs. Glennon and unanimously carried.

B. Payroll Register

Mrs. Glennon moved to approve payroll of \$242,818.97, page 2388, seconded by Mrs. Herskowitz and unanimously carried.

Mrs. Herskowitz moved to approve payroll of \$219,999.16, page 2389, seconded by Mrs. Hartough and unanimously carried.

C. Review of Monthly Expenditures

VII. COMMUNICATIONS

No Communications to Report.

VIII. PERSONNEL REPORT

Mrs. Hartough moved to approve "A. Salary Increase" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

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

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

Mrs. Herskowitz 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. Elsas and unanimously carried.

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

IX. REVISION OF PROCUREMENT GUIDELINES

Mrs. Glennon moved to approve Procurement Guidelines Policy (see attached) seconded by Mrs. Herskowitz and unanimously carried.

X. ADOPTION OF SUSTAINABLE COMMUNITY RESILIENCY POLICY

To be discussed at next month's meeting.

XI. MOTION TO CONVENE TO EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT HISTORY OF A PARTICULAR PERSON

Mrs. Elsas moved to convene to 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.

XII. OTHER BUSINESS

Board President signed forms regarding upcoming Audit.

Mr. Olney discussed building projects for both buildings.

XII. FUTURE MEETINGS

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

Thursday, October 24, 2024 10:00am Regular Board Meeting

XIII. ADJOURNMENT.

Mrs. Glennon moved to adjourn the meeting at 11:50am, 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

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, August 22, 2024, at 10 AM** in the Board Conference Room.

AGENDA

- 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
- VII. Communications
- VIII. Personnel Report (Motion required)
- IX. Revision of Procurement Guidelines Policy (Motion required)
- X. Adoption of Sustainable Community Resiliency Policy (Motion required)
- XI. Motion to convene in Executive Session to discuss the employment history of a particular person (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:
Thursday, September 19, 2024, 10:00 AM – Regular Board Meeting
Thursday, October 24, 2024, 10:00 AM – Regular Board Meeting
- XIV. Adjournment

**LIBRARY BOARD MEETING
AUGUST 22, 2024**

ACCOUNTS PAYABLE

4375 7/17/24	\$236,216.48	Two Hundred & Thirty Six Thousand Two Hundred and Sixteen Dollars & Forty Eight Cents
4376 7/31/24	\$319,853.77	Three Hundred & Nineteen Thousand Eight Hundred & Fifty Three Dollars & Seventy Seven Cents
4377 8/22/24	\$181,525.12	One Hundred & Eighty One Thousand Five Hundred and Twenty Five Dollars & Twelve Cents

PAYROLL REGISTER

2388 7/19/24	\$242,818.97	Two Hundred & Forty Two Thousand Eight Hundred and Eighteen Dollars & Ninety Seven Cents
2389 8/2/24	\$219,999.16	Two Hundred and Nineteen Thousand Nine Hundred and Ninety Nine Dollars & Sixteen Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters

August 22, 2024

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Joyce Bernat	Café Worker/\$17.20 hr.	Community Services	07/01/24
Michelle DeNunzio	Café Worker/\$17.20 hr.	Community Services	07/01/24
Diane Hood	Café Worker/\$17.20 hr.	Community Services	07/01/24
Jill Krahel	Café Worker/\$17.20 hr.	Community Services	07/01/24
Kyle Lynn	Café Worker/\$17.00 hr.	Community Services	07/01/24
Wendy McGee	Café Worker/\$17.00 hr.	Community Services	07/01/24
Barbara Minogue	Café Worker/\$17.20 hr.	Community Services	07/01/24
Lynn Murray	Café Worker/\$17.20 hr.	Community Services	07/01/24
Anna Allacco	Page/\$16.70 hr.	Adult & Teen Svcs	07/01/24
Sage Anderson	Page/\$16.70 hr.	Children & Family Svcs	07/01/24
Bailee Cody	Page/\$16.70 hr.	Children & Family Svcs	07/01/24
Aaron Colonna	Page/\$16.00 hr.	Children & Family Svcs	07/01/24
Lindsay Connolly	Page/\$16.70 hr.	Children & Family Svcs	07/01/24
Alexa Cubicciotti	Page/\$16.70 hr.	Children & Family Svcs	07/01/24
Joseph DeRosa	Page/\$16.70 hr.	Adult & Teen Svcs	07/01/24
Lisa Frisoli	Page/\$16.70 hr.	Adult & Teen Svcs	07/01/24
Harrison Hood	Page/\$16.70 hr.	Adult & Teen Svcs	07/01/24
Benjamin Jahrsdoerfer	Page/\$16.70 hr.	Children & Family Svcs	07/01/24
Kaitlyn Johnson	Page/\$16.70 hr.	Adult & Teen Svcs	07/01/24
Francesca Malon	Page/\$16.70 hr.	Adult & Teen Svcs	07/01/24
Sophia Malon	Page/\$16.70 hr.	Children & Family Svcs	07/01/24
Aleesa Masihuddin	Page/\$16.70 hr.	Adult & Teen Svcs	07/01/24
Ayesha Molano	Page/\$16.70 hr.	Adult & Teen Svcs	07/01/24
Matthew Munson	Page/\$16.70 hr.	Children & Family Svcs	07/01/24
Lisa Olivieri	Page/\$16.70 hr.	Children & Family Svcs	07/01/24
Sarah Pierce	Page/\$16.70 hr.	Children & Family Svcs	07/01/24
Michael Prinzo	Page/\$16.70 hr.	Adult & Teen Svcs	07/01/24
Emanuele Randazzo	Page/\$16.70 hr.	Adult & Teen Svcs	07/01/24
Charlotte Stuertz	Page/\$16.70 hr.	Adult & Teen Svcs	07/01/24
Andy Canadas	Guard/\$22.00 hr.	Security	07/01/24
Robert Norwood	Guard/\$24.09 hr.	Security	07/01/24
Efrain Pena	Guard/\$23.19 hr.	Security	07/01/24
Salvatore Rapisardi	Guard/\$28.11 hr.	Security	07/01/24
Bernard Sabatino	Guard/\$22.00 hr.	Security	07/01/24
Stephen Williams	Guard/\$22.00 hr.	Security	07/01/24
Richard Wilson	Guard/\$22.00 hr.	Security	07/01/24

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Regan Sofarelli	Page/\$16.40 hr.	Children & Family Svcs	08/23/24
William Kamporoglou	Guard/\$21.70 hr.	Security	09/04/24
Darla Salva Cruz	PT Librarian I/Step 1	Children & Family Svcs	09/09/24

PERSONNEL REPORT ADDENDEM

Approval of the Following Personnel Matters
August 22, 2024

A. Salary Increase
Name

Position & Grade/Step

Department

Effective Date

B. New Employees
Name

Position & Grade/Step

Department

Effective Date

Yiannis Kampuroglou Guard/\$21.70 hr.

Security

08/23/24

C. Resignations
Name

Position & Grade/Step

Department

Effective Date

D. Retirement
Name

Position & Grade/Step

Department

Effective Date

E. Other
Name

Position & Grade/Step

Department

Effective Date

Request for Leave of Absence

Constance Karpf PT Librarian

Adult & Teen Svcs

08/19/24-08/31/24

Report approved by Board of Trustees


Secretary



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NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY PROCUREMENT GUIDELINES POLICY

- 1) Every prospective purchase of goods must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.
 - a) The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and secondhand purchases from another government entity. Any questions regarding the applicability of any of these exceptions should be referred to Library counsel.
 - b) The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This document may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.
- 2) All goods and services not subject to competitive bidding will be secured by use of written requests for proposals (RFP), written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.
 - a) The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$0.00 to \$2,000.00	No quotes required
\$2,000.00 to \$5,000.00	Two verbal quotes
\$5,000.00 to \$10,000.00	Verbal request for the goods and written/fax quotes from two vendors
\$10,000.00 to \$20,000.00	A written request (RFP) and

<u>Estimated Amount of Public Works Contracts</u>	<u>Method</u>
\$0.00 to \$5,000.00	written/fax quotes from three vendors. No quotes required
\$5,000.00 to \$10,000.00	Two verbal quotes
\$10,000.00 to \$20,000.00	Written RFP and written/fax proposals from two contractors
\$20,000.00 to \$35,000.00	Written RFP and written/fax proposals from three contractors.

- b) Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.
 - c) A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to procurement.
 - d) All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.
- 3) The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Library and its taxpayers to make an award to other than the low proposer. If a proposer is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.

Relevant factors to consider include:

- Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library;
 - Vendor's terms of payment are disadvantageous to the Library, e.g., full payment before commencement of work or delivery of goods;
 - Vendor cannot comply with the full specifications of goods or services as set forth by the Library;
 - Vendor's warranty for goods or services is deemed inadequate by the Library;
 - Vendor's after purchase support services are deemed inadequate by the Library.
- 4) Pursuant to General Municipal Law Section 104-b (2) (f) the solicitation of alternative proposals or quotations will not be required in the best interest of the municipality in the following circumstances:
- a) Professional services or services requiring special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability,

responsibility, skill, education and training, judgment integrity, and moral worth. In determining whether a service shall fit into this category, the Board of Trustees shall take into consideration the following guidelines:

- Whether the services are subject to state licensing or testing requirements;
- Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- Whether the services require a personal relationship between the individual and municipal officials.

Professional and technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of municipally-owned property; and computer software or programming services for customized programs or services in substantial modification and customizing of prepackaged software.

- b) Emergency purchases pursuant to Section 103 (4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten life, health, safety, or welfare of the residents. This section does not preclude alternate proposals if time permits.
 - c) Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Library is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually contained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
 - d) Goods under \$2,000.00 and public works contracts for less than \$5,000.00. The time and documentation required to purchase through this policy may be more costly than the item itself and; therefore, not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
 - e) Sole source suppliers. Competitive bidding is not required in those limited situations when there is only one possible source from which to procure goods or services such as in the case of certain patented goods or services or public utility services. In making a sole source determination the purchaser should document among other things the unique benefits of the item to be purchased or service to be rendered and that no other item or service is substantially equivalent and that there is no possibility of competition for the good to be purchased or service to be rendered.
- 5) No purchase of goods or services shall be made from any vendor in which elected officials of the library, i.e. the Board of Trustees, or the library administration, i.e., the Library Director and/or Assistant Library Director, hold a full or partial interest.

- 6) No portion of this resolution shall be construed as preventing the competitive bidding of purchase contracts under \$20,000.00 or public works projects under \$35,000.00, if so desired.
- 7) As part of the Sustainable Libraries Initiative, the library will also consider environmental factors when making purchasing decisions. Green purchasing attempts to identify and reduce environmental impact and maximize resource efficiency, keeping the triple bottom line of environmental soundness, economic feasibility and social equitability in mind.
 - Purchase supplies only as needed, try to combine orders whenever possible.
 - Purchase sustainably-produced, recyclable and biodegradable products whenever possible.
 - Consider the toxicity of products and purchase the least toxic products that will work.
 - Consider products that are sourced locally and use local businesses whenever possible.
- 8) This policy shall be reviewed annually by the Board of Trustees of the Library at its reorganizational meeting or as soon thereafter as reasonably practicable.

Adopted 04/1992
Revised 07/2007, 12/2010, 08/2024
Reviewed 07/2019, 07/2020, 07/2021, 07/2022, 07/2023, 07/2024