

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF OCTOBER 24, 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, October 24, 2024.

I. CALL TO ORDER

President Carolyn McQuade called the meeting to order at 10:00am. Also present were Michelle Glennon, Margaret Hartough, Lisa Herskowitz, Assistant Director Nancy Morcerf, Director James Olney, Toni Wu of Bayside CPA PLLC, Library Account and Kim McCarthy, student. Absent with previous notice was Jaqueline Elsas.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Hartough moved to approve the agenda seconded by Mrs. Glennon and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

Kim McCarthy, Librarian from Harborfields Library attended as part of the Administrative Course she is taking at LIU/SCLS.

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Glennon moved to approve minutes of meeting of September 19, 2024, seconded by Mrs. Herskowitz and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

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

Mrs. Herskowitz move to accept Auditor's report, seconded by Mrs. Hartough and unanimously carried.

B. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$577,405.82, page 4382, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$175,806.20, page 4383, seconded by Mrs. Herskowitz and unanimously carried.

C. Payroll Register

Mrs. Herskowitz moved to approve payroll of \$209,323.08, page 2394, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve payroll of \$218,220.42, page 2395, seconded by Mrs. Glennon and unanimously carried.

D. Review of Monthly Expenditures

E. Review of Statistical Summary

F. 2024/2025 Audit allocation of funds

Mrs. Hartough moved to approve 2024/2025 allocation of funds, (see attached) seconded by Mrs. Glennon and unanimously carried.

VII. COMMUNICATIONS

No Communications to Report.

VIII. DIRECTOR'S REPORT

Administration

Beware of the acorns. With so many slippery squirrel treats falling from the trees, staff should be mindful. Buildings and Grounds staff have been cleaning up the acorns on library property and across from the Northport building (where staff and patrons cross).

The library social worker has been a positive addition. Each week, she has a full schedule of appointments. Staff and patrons greatly appreciate this new, vital service.

CPR/AED staff training is scheduled for Monday, October 28th. Once again, we have a full class of twelve.

Annual Fire Drills were successfully completed in both buildings.

Museum Pass TixKeeper reservation software has been unreliable following the vendor's software upgrade. The recent failure of the software was compounded by the popularity of our Museum Pass program. The Tixkeeper reservation software is now currently running in Beta mode with a message to that effect on the top of the reservation screen. A demonstration of a popular library product that could replace TixKeeper has already taken place. Meanwhile, Circulation Staff print out patron reservation lists each day prior to closing.

The patron shredding collection bins are a success. Northport bins have been upgraded to the 95-gallon size and bins have been added to East Northport. The company continues to pick up weekly.

Adult and Teen Services

Thirty-eight patrons donated 66 pounds of items at the recent medicine collection. There was a total of 390 patron interactions at the East Northport Chamber of Commerce Festival and the Northport Cow Harbor Day.

The library courtyard showing of "The Garfield Movie" entertained 122 patrons.

The popular Dungeons and Dragons Role Playing Game is in hiatus for a few months.

During this interim, the library will introduce a "drop in" board game series.

Sixteen Teen programs were attended by 262 patrons. SAT Prep Workshops are well-attended. Thirty teens participated in the annual Color Run.

Children and Family Services

The new large interactive screen was used in two "Cove" programs this month – "Mother Goose Rhyme Time" and "Graphic Novel Club." One child remarked that the new screen "looks like a TV in a rich person's house!"

In East Northport 228 patrons and in Northport 125 patrons puzzled through the stacks to complete the monthly scavenger hunt. This month's theme was "Things You Can Find in the Library." Elementary School class visits are also underway.

Community Services

The "Playbills Throughout the Years" traveling exhibit is at Rogers Memorial Library (October) and Huntington Public Library will feature the "Ink Stories: Symbols of Service" exhibit. You may see targeted local neighborhood social media posts requesting Cow Harbor Race tee shirts ahead of the library gallery exhibit planned for the 50th Anniversary of the Cow Harbor Race Day in 2027. Community response has been positive with loans of t-shirts and other memorabilia.

63 patrons now have less clutter and are more organized following the "Organizing and Decluttering" program.

100 patrons grooved with the Gold Coast Jazz Band.

45 patrons heard how to "Separate Myth from Reality to Raise a Wonderful Dog."

30 patrons learned about "A Day in the Life of a Death Doula."

The Friends of the Library hosted "Teatime in Ireland," a sold-out fundraiser which resulted 15 new members.

Customer Service and Materials Management

Forty boxes of discarded books and donations were sent to B&T's Sustainable Shelves resulting in a library credit of \$168.06. Thirty-five people attended the East Northport "Meet the Artist Night" featuring our staff member Aimee Saccio's artwork.

September 12 was a day of training for the full-time CS&MM staff. All training took place in the EN Training/Study room and included Midwest Media training (Zoom), Meet the Social Worker, "Introduction to Vega Catalog" (Zoom), Sierra Functions training, and a full-timers quarterly review including customer service tasks.

Network and Systems

Additional people counters were installed in the Children's Rooms and in the Courtyard. Two Sierra Software updates were installed and went smoothly. Staff are currently taking their annual Cybersecurity online training course.

Buildings and Grounds

The Northport Cove project is nearing completion with the installation of cabinet hardware. The Northport Lobby floor was refinished. Drain lines have been cleaned and regular plumbing maintenance continues in both buildings.

IX. PERSONNEL REPORT

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

X. REVISION OF REMOTE ACCESS POLICY

To be discussed at next month's meeting.

XI. REVISION OF STAFF COMPUTER USE POLICY

To be discussed at next month's meeting.

XII. EXECUTIVE SESSION

Mrs. Herskowitz moved to convene to Executive Session to discuss staff negotiations, seconded by Mrs. Hartough and unanimously carried.

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

XIII. OTHER BUSINESS

Staff Appreciation

To be discussed at next month's meeting.

XIV. FUTURE MEETINGS

Thursday November 21, 2024 10:00am Regular Board Meeting

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

XV. ADJOURNMENT

Mrs. Glennon moved to adjourn the meeting at 12:24pm, seconded by Mrs. Herskowitz and unanimously carried.

Respectfully Submitted



Margaret Hartough
Vice President



Northport-East Northport Public Library

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Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, October 24, 2024, 10:00 AM** in the Board Conference Room. Toni Wu of Bayside CPA PLLC, library accountant, will be in attendance.

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 (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. 2024/2025 Audit allocation of funds (Motion required)
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Revision of Remote Access Policy (Motion required)
- XI. Revision of Staff Computer Use Policy (Motion required)
- XII. Motion to convene in Executive Session to discuss staff contract negotiations (Motion required)
- XIII. Other Business
 - A. Staff appreciation
- XIV. Date of next library board meetings:
Thursday, November 21, 2024, 10:00 AM – Regular Board Meeting
Thursday, December 19, 2024, 10:00 AM – Regular Board Meeting
- XV. Adjournment

**LIBRARY BOARD MEETING
OCTOBER 24, 2024**

ACCOUNTS PAYABLE

4382 10/9/24	\$577,405.82	Five Hundred & Seventy Seven Thousand Four Hundred and Five Dollars & Eighty Two Cents
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4383 10/24/24	\$175,806.20	One Hundred & Seventy Five Thousand Eight Hundred & Six Dollars & Twenty Cents
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PAYROLL REGISTER

2394 9/27/24	\$209,323.08	Two Hundred & Nine Thousand Three Hundred and Twenty Three Dollars & Eight Cents
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2395 10/11/24	\$218,220.42	Two Hundred and Eighteen Thousand Two Hundred and Twenty Dollars & Forty Two Cents
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VI. Financial Secretary & Treasurer's Report
F. 2024/2025 Audit allocation of funds
(Motions required)

Based on the recommendations from the 2023/2024 audit by Bayside CPA PLLC presented at the October 24, 2024 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 Capital Improvement be increased by \$1,000,000 to a total of \$3,000,000.

PERSONNEL REPORT

Approval of the Following Personnel Matters
October 24, 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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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 & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Promotion

Kathleen Merritt	Senior Library Clerk/Step 17	Customer Svc & Mtrls	10/28/24
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Request for Leave of Absence

Joyce Bernat	Café Worker	Community Services	10/18/24-11/10/24
Taylor Boswith	PT Library Clerk	Customer Svc & Mtrls	10/11/24-12/11/24
Maureen Hagan	PT Library Clerk	Customer Svc & Mtrls	11/04/24-02/04/25
Darla Salva Cruz	PT Librarian I	Children & Family Svcs	12/13/24-01/10/25

Report approved by Board of Trustees


Vice President