

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF OCTOBER 19, 2023

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 19, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:05am. Also present were Margaret Hartough, Jacqueline Elsas, Michelle Glennon, Toni Wu of Bayside CPA PLLC, Library Accountant, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous 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 MEETING

Mrs. Elsas moved to approve minutes of Regular Board meeting of September 21, 2023, 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 and examination, Mrs. Glennon moved to approve Auditor's report, (see attached) seconded by Mrs. Hartough and unanimously carried.

B. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$220,719.74, page 4342, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$192,323.53, page 4343, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$179,362.86, page 4344, seconded by Mrs. Hartough and unanimously carried.

C. Payroll Register

Mrs. Hartough moved to approve payroll of \$189,516.74, page 2367, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$195,993.36, page 2368, seconded by Mrs. Glennon and unanimously carried.

D. Review of Monthly Expenditures

E. Review of Statistical Summary

VII. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS THE MEDICAL HISTORY OF A PARTICULAR PERSON

Mrs. Glennon moved to convene to Executive Session, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to exit Executive Session, seconded by Mrs. Elsas and unanimously carried.

VIII. COMMUNICATIONS

No Communications to Report

IX. DIRECTOR'S REPORT

**Administration**

Individuals assigned to work at public service desks were reminded to always be aware of who is in their area of responsibility. Staff should contact security whenever they see a sleeping patron (not an infant) or other situation which needs security's attention. Security is assigned to watch the entrance when they are not making their rounds through the building. The Security Guard on duty should always consult/work with the librarian-in-charge when handling a patron situation.

Staff should step away from any patron interaction which "crosses a line" (an inappropriate comment, gesture, sudden anger) and move to a secure staff area. Close the door and then phone for assistance.

Incident/Information Reports are crucial to documenting any interaction or observation that is out-of-the-ordinary. Incident/Information Reports help administration to see "patterns of behavior."

All conversations regarding colleagues or patrons should be taken into a staff office. Others can easily overhear conversations in public areas. Fragments of overheard conversations may also result in inaccurate and/or incomplete information being disseminated. When there is a need to discuss colleagues or patrons, take the conversation to a staff office.

**Adult and Teen Services**

Eighty-one patrons met with local organizations at the Mental Health Fair held at the library to learn about prevention, education, and recovery resources for people living with mental health and substance use disorders. *CN Guidance & Counseling Services* provided on-the-spot Narcan Training for 14 patrons at the fair.

The *Northport Police Department* and the *Suffolk County Sheriff's Office* collected 54.5 pounds of unused or expired prescription and over-the-counter medications to provide proper disposal for risk reduction and environmental protection.

One-hundred-twenty-two patrons enjoyed watching *The Super Mario Bros. Movie* on a big blow-up screen in the Library Courtyard.

The *Teen Tiny Art Show* on display in the Northport Periodicals section displays the work of 42 artistic teens.

#### **Buildings and Grounds**

The annual inspection and servicing of the fire extinguishers in both buildings has been completed.

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

A new StoryWalk has been installed on the fencing around the John Walsh Playground. *Say Hello* by Rachel Isadora is this season's feature.

The Parents and Educators collections have been interfiled in both buildings since there is an overlap in subject matter. Expected outcome to be an increase in circulation and greater awareness of materials.

#### **Community Services**

The *Friends of the Library Autumn Tea* was greatly successful (30 attendees). Eleven patrons joined the Friends of the Library following the tea.

The "Singing Attorney," John Zollo, paid tribute to one of America's most prolific songwriters and musical icons—Neil Diamond. Seventy-eight patrons reminisced as they listened to songs covering more than 50 years of Diamond's career. As part of this musical tribute, a brief overview of Parkinson's Disease and available resources were also provided.

Falls are a leading cause of injury for older adults. In a one-hour comprehensive seminar, a health professional from the *Suffolk County Department of Health Services* explained how to build confidence and reduce the probability of falls. The fifteen patrons in attendance also learned how to keep their home environment safe, choose proper footwear, conduct vision and medication reviews, and exercise to improve strength and balance.

We are taking a break from the *On Your Own Train Trips* after the cancellation of two recent trips due to low interest. The LIRR has also changed the schedules due to track work making the trips difficult to manage.

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

To date, the total credit received from Baker & Taylor for books submitted to the *Sustainable Books* program is \$1,163.

**Network and Systems**

An update to the website, performed by *Library Market*, caused several issues which needed to be resolved internally. These issues also required adjustments to restore the digital signage content.

X. PERSONNEL REPORT

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

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

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

XI. OTHER BUSINESS

Mr. Olney informed the Board that the construction aid committee has recommended the funding of Construction Aid in the amount of \$22,000 for new bathrooms at Northport and \$78,000 for EV chargers at East Northport.

XV. FUTURE MEETING

Thursday, November 16, 2023	9:30am	Regular Board Meeting
Thursday, December 21, 2023	10:00am	Regular Board Meeting

XII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 12:15pm, 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](http://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 19, 2023, 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
- VII. Motion to convene in Executive Session to discuss the medical history of a particular person (Motion required)
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Other Business
- XII. Date of next library board meetings:  
Thursday, November 16, 2023, 9:30 AM – Regular Board Meeting  
Thursday, December 21, 2023, 10:00 AM – Regular Board Meeting
- XIII. Adjournment

**LIBRARY BOARD MEETING  
OCTOBER 19, 2023**

***ACCOUNTS PAYABLE***

4342 9/27/23	\$220,719.74	Two Hundred & Twenty Thousand Seven Hundred and Nineteen Dollars & Seventy Four Cents
4343 10/11/23	\$192,323.53	One Hundred & Ninety Two Thousand Three Hundred and Twenty Three Dollars & Fifty Three Cents
4344 10/19/23	\$179,362.86	One Hundred & Seventy Nine Thousand Three Hundred and Sixty Two Dollars & Eighty Six Cents

***PAYROLL REGISTER***

2367 9/29/23	\$189,516.74	One Hundred & Eighty Nine Thousand Five Hundred and Sixteen Dollars & Seventy Four Cents
2368 10/13/23	\$195,993.36	One Hundred & Ninety Five Thousand Nine Hundred and Ninety Three Dollars & Thirty Six Cents

**PERSONNEL REPORT**

Approval of the Following Personnel Matters  
October 19, 2023

<b>A. Salary Increase</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
<b>B. New Employees</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
<b>C. Resignations</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
<b>D. Retirement</b>	<b><u>Name</u></b>	<b><u>Position &amp; Grade/Step</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
<b>E. Other</b>	<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
	<b>Request for Leave of Absence</b>			
	Joyce Bernat	Café Worker	Community Services	12/06/23-12/18/23

Report approved by Board of Trustees   
Secretary

**PERSONNEL REPORT ADDENDUM**

Approval of the Following Personnel Matters  
October 19, 2023

**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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Benjamin Jahrsdoefer	Page/\$15.80 hr.	Children & Family Svcs	11/01/23
Sarah Pierce	Page/\$15.80 hr.	Children & Family Svcs	10/27/23

**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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**E. Other**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Effective Date</u>
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**Request for Leave of Absence**

Janet Schultz	PT Library Clerk	Customer Svc & Mtrls	11/01/23-01/31/24
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Report approved by Board of Trustees

  
Secretary