

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF NOVEMBER 16, 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, November 16, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 9:38am. Also present were Margaret Hartough, Jacqueline Elsas, Assistant Director Nancy Morcerf and Director James Olney. Absent with prior notice were Georganne White and Michelle Glennon.

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 October 19, 2023, seconded by Mrs. Hartough and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$318,939.35, page 4345, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$285,518.55, page 4346, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$100,469.18, page 4347, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Hartough moved to approve payroll of \$194,792.47, page 2369, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$200,055.43, page 2370, seconded by Mrs. Hartough and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

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

Mrs. Elsas 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

Twenty-four staff have updated their CPR training, including the proper use of an AED. Additional staff training opportunities will be offered in 2024 to stagger the expiration dates of staff certifications.

A time and attendance feature is being added to the services provided by our payroll company. This will replace the use of paper time sheets. Staff will have the option to use a barcode scanner at the entrance to the building, an app on their phone, or a desktop computer to clock in and out of work. In addition to eliminating all the bi-weekly paper and manual tallying, it will provide real-time updates to staff of benefit time usage.

Adult and Teen Services

LI Reads announced *Better Living through Birding* by Christian Cooper as their 2024 selection. Raised on Long Island's south shore, the author shares how his love of birding helped him navigate relationships, career, identity, race, justice, advocacy, and more.

Ghosts of Broadway provided a lively talk by Robert Viagas. Twenty patrons learned about the real-life (and real death) stories of the ghosts that haunt theatres on Broadway and beyond, including spirits who inhabit the *St. James Theatre*, *Disney's New Amsterdam Theatre*, the *Kennedy Center*, the *Iroquois Theatre*, and more.

A Veteran's Resource Fair was held on Wednesday, November 15 at the Northport building. The fair included services for veterans, and representatives from the Suffolk County Department of Labor as well as other employers with resources and job opportunities for veterans. Teen volunteers created 50 Patriotic wreaths decorated with red, white, and blue stars which were distributed at the Veterans Resource Fair. In recognition of our veterans, the *Ink Stories* exhibit is also on display in the galleries of both buildings for the month of November.

Buildings and Grounds

The mismatched color floor tiles in the East Northport meeting room have been replaced at the cost of the manufacturer.

An expansion pad has been created with pavers where the pedestrian bridge meets the sidewalk at Northport. This was necessary to compensate for the movement caused by the expansion and contraction of the bridge caused by temperature changes.

The dappled willow tree has been replaced and the garden beds at the Laurel Avenue entrance to Northport have been cleaned up.

Children and Family Services

Tie-dye of Terror was a fun craft for the whole family. Tie-dye creations were inspired by the colors of Halloween.

The Halloween Storytime and Parade had more than 200 participants this year, an all-time record!

Community Services

Baby items were collected at the library for Northwell Health's Dolan Family Center as part of the library's contributions to *The Great Give Back*. *The Great Give Back* is a community service initiative created by the Suffolk County Public Library Directors Association and the Suffolk Cooperative Library System, in conjunction with the Nassau Library System. The mission of *The Great Give Back* is to provide a day of opportunities for the patrons of the Public Libraries of New York State to participate in meaningful, service-oriented experiences.

One of our own Adult and Teens Services Librarians now facilitates the formerly out-sourced program, *Page Turners*, which will be renamed *All Booked Up* in 2024.

The Gold Coast Jazz Band: *Stardust and Moonbeams* presented a romantic and uplifting journey through new arrangements of classic tunes from a bygone era with 75 patrons in attendance. The nostalgia-packed performance included *Stardust*, *Moonglow*, *Fly Me to the Moon*, and many more songs.

The current exhibition at the Metropolitan Museum of Art examines one of the most significant artistic dialogues in modern art history. Edouard Manet and Edgar Degas were friends, rivals, and—at times—antagonists, who defined and influenced modern painting in France. This visual lecture presented by Thomas Germano explored the parallels and divergences between Manet and Degas's art and lives with 68 patrons at the library.

New signs have been installed in each of the Library Cafes to replace the aging awnings which honored a past administrator.

Network and Systems

The community room projectors in both buildings are beginning to show their age. The bulb in one building burned out and the bulb in the other building is nearing the end of its useful life.

Now that this equipment is out of warranty, it is becoming more difficult to get reliable parts. Replacement options are being evaluated.

Patrons noticed an issue when temporarily locking their computer if they need to step away from the desk. The screen displays a 1-minute lock time but actually provides the correct 12-minutes of time. The software developer has been contacted for a resolution.

X. 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. Hartough and unanimously carried.

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

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

XI. SCLS PROPOSED 2024 BUDGET

Mrs. Elsas moved to approve SCLS proposed 2024 Budget, seconded by Mrs. Hartough and unanimously carried.

XII. OTHER BUSINESS

No Other Business to Report

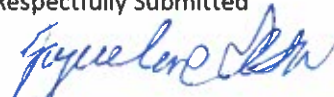
XIII. FUTURE MEETING

Thursday, December 21, 2023	10:00am	Budget Work Session
Thursday, December 21, 2023	11:00am	Regular Board Meeting
Thursday, January 18, 2024	10:00am	Regular Board Meeting

XIV. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 10:55am, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted



Jacqueline Elsas

Financial 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, November 16, 2023, 9:30 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 (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. 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. SCLS Proposed 2024 Budget (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:
Thursday, December 21, 2023, 10:00 AM – Budget Work Session
Thursday, December 21, 2023, 11:00 AM – Regular Board Meeting
Thursday, January 18, 2024, 10:00 AM – Regular Board Meeting
- XIV. Adjournment

**LIBRARY BOARD MEETING
NOVEMBER 16, 2023**

ACCOUNTS PAYABLE

4345 10/25/23	\$318,939.35	Three Hundred & Eighteen Thousand Nine Hundred and Thirty Nine Dollars & Thirty Five Cents
4346 11/8/23	\$285,518.55	Two Hundred & Eighty Five Thousand Five Hundred and Eighteen Dollars & Fifty Five Cents
4347 11/16/23	\$100,469.18	One Hundred Thousand Four Hundred and Sixty Nine Dollars & Eighteen Cents

PAYROLL REGISTER

2369 10/27/23	\$194,792.47	One Hundred & Ninety Four Thousand Seven Hundred and Ninety Two Dollars & Forty Seven Cents
2370 11/10/23	\$200,055.43	Two Hundred Thousand and Fifty Five Dollars & Forty Three Cents

PERSONNEL REPORT

Approval of the Following Personnel Matters
November 16, 2023

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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Ashley Door	Page/\$16.00 hr.	Adult & Teen Svcs	12/18/23-01/21/24
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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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Elizabeth Kelly	Page/\$15.80 hr.	Children & Family Svcs	10/16/23
Jillian Ruder	Page/\$15.80 hr.	Adult & Teen Svcs	10/20/23
Jordan Kuo	Page/\$15.80 hr.	Adult & Teen Svcs	10/31/23

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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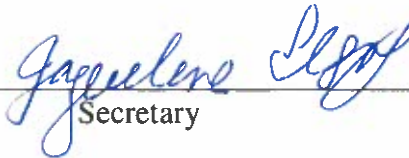
E. Other

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

Alexandra Figler	PT Librarian I/Trainee	Adult & Teen Svcs	12/09/23-12/18/23
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Report approved by Board of Trustees


Secretary

PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters
November 16, 2023

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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Scott Schultz	Librarian I/Step 1	Adult & Teen Svcs	12/04/2023
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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</u>	<u>Department</u>	<u>Effective Date</u>
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Request for Leave of Absence

Report approved by Board of Trustees


Secretary