

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 5, 2018
AGENDA**

- I Oath of Office – Patricia Bridges
- II Approval of June 21, 2017 Board of Trustees Minutes
- III Approval of June 2017 Warrants
- IV Approval of June 2017 Staff Changes
- V Annual Reorganization
 - a) Reaffirmation of Procedures set forth in the General Municipal Law, Section 104-B
 - b) Reaffirmation of Library's Investment and Purchasing Policies
 - c) Proposal for Bond, Schoeneck & King General Counsel Services
 - d) Proposal for Cullen & Danowski Accounting Services
 - e) Proposal for Gryphon Technologies Computer Services
 - f) Proposal for Rynkar, Vail & Barrett Auditing Services
 - g) Appointment of Investment Officer
 - h) Appointment of Library Purchasing Agent
 - i) Appointment of Library Treasurer
 - j) Nominating Committee Report
 - k) Election of Officers of Board of Trustees for 2017/2018
 - l) Designation of Bank Depository
 - m) Acceptance of Amount of Petty Cash
 - n) Conflict of Interest Document
 - o) Resolution for Prepaid Public Utilities
- VI Director's Report
 - a) Approval of 2017/2018 Holiday Schedule
 - b) Personal Registration Day for 2018 Election – April 3, 2018
- VII President's Report
 - a) Review of Internal Controls
 - b) Approval of Board Meeting Schedule for 2017/2018
 - c) Acceptance of Warrant Signing Schedule for 2017/2018
 - d) Board of Trustees' Committee Appointments
 - e) Board Objectives
 - f) Confidential Employee Resolution
 - g) Summer Working Session

(over)

- VIII Councils.
 - a) Art Advisory Council Members
 - 1) Minutes of Meeting - May 10, 2017
 - b) Children's Advisory Council Members
 - c) Health Advisory Council Members
 - d) Music Advisory Council Members
 - e) Nautical Advisory Council Members
 - f) Books for Dessert Advisory Board
 - g) ESOL Tutors

- IX Foundation
 - a) 2017/2018 Members

- X Friends of the Library
 - a) 2017/2018 Board Members

- X Donation
 - a) Edith Seltzer Art Donation – (2) Masonite circa 1980

- XI Correspondence
 - a) Patron Comments – June 2017

- XII Staff Reports
 - a) American Library Association Report
 - b) Local History June 2017

- XIII Staff Association

- XIV Public Comments

- XV Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
JUNE 21, 2017

Attending: Lee Aitken, Presiding Patricia Bridges
 Nancy Comer Tom Donoghue
 Bill Keller Michael Krevor
 John O'Connell Nancy Curtin

Mr. Aitken opened the regular meeting at 7:45 p.m. stating that the Board met at 7:00 p.m. and resolved to go into Executive Session.

OPENING

Mr. Aitken requested a motion to approve the minutes of May 17, 2017. Mr. O'Connell motioned to approve. All agreed.

APPROVAL OF MINUTES

Mr. Aitken requested a motion to approve Warrants 17-05-11A and 17-05-11B. Mr. Keller motioned to approve. All agreed.

APPROVAL OF WARRANTS

Mr. Aitken reported there was one appointment, two departures, and no salary adjustments this month. Ms. Comer motioned to approve staff changes. All agreed.

STAFF CHANGES

Mr. Aitken requested comments or questions on the May 31, 2017 Financial Report representing 92% of the expended budget. Mr. O'Connell and Mr. Krevor were pleased with the coffee bar running in the black this month.

FINANCIAL REPORT

Ms. Curtin reported that SCC Construction Management Group minutes of meeting #12 were included in this month's Board packet. The bamboo floor has been installed. Ms. Curtin has been working on furniture purchase orders that will be sent out tomorrow. There will be a bit of a slow down while long lead items such millwork and specialized items are being fabricated. The end of summer completion date is still anticipated.

CHILDREN'S ROOM

Mr. O'Connell questioned whether the repair to the leakage in the Children's Room was completed. Ms. Curtin explained that during the last heavy rain a little pooling on the sill was noticed. Stalco is having their roofer examine the situation. H2M Engineers believes it is a problem with the curtain wall. The H2M Engineers Study should be completed by the end of July which will also address leakage problems.

S.E. CURTAIN WALL REPAIR

Ms. Curtin requested approval of the amended landscaping quote submitted by Steven Dubner Landscaping, Inc. Ms. Comer motioned to approve. All agreed.

CHILDREN'S GARDEN LANDSCAPING

Ms. Curtin updated the Board on progress made on the 2016-2017 Board Objectives. Ms. Curtin and Mr. O'Connell will work on new objectives for 2017-2018.

BOARD OBJECTIVES

Ms. Curtin stated that the American Library Association's annual meeting was being held June 22, 2017. Mr. Hutter and Mr. Klang will be attending the conference. Mr. Keller noted the quality speakers at the conference.

**ALA ANNUAL
MEETING**

Ms. Curtin announced that the Creative Readers program is an award finalist in the 2017 National Arts and Humanities Youth Program. This is a wonderful collaboration with Elise May, SEPTA and the library. Children's librarian, Amy Christake present this evening, co-wrote the grant application. The Board thanked Amy and Ms. May for their great work.

**NATIONAL ARTS &
HUMANITIES AWARD**

Mr. Aitken announced that the Organization Meeting will be on July 5, 2017.

**ORGANIZATIONAL
MEETING**

Ms. Bridges presented the slate for the coming year's Board positions. Mr. O'Connell is slated for President, Mr. Aitken for Vice President, and Ms. Bridges for Recording Secretary. The remaining board members voted to accept the slate as presented.

**2017-2018
NOMINATING
COMMITTEE RPT.**

Mr. Aitken requested the Board accept the Administration Staff Salary Range Minimums as presented in the list dated July 1, 2017. Mr. Keller motioned to approve. All agreed.

**ADMINISTRATION
SALARY RANGE
MINIMUMS**

Mr. Aitken reminded the Board of the Trustee Information Session being held at the Plainview-Old Bethpage Library on August 12th.

**TRUSTEE
INFORMATION MTG.**

Ms. Curtin presented the progress on the Strategic Plan Addendum through June 2016-2018. In 2018 a new strategic plan can be prepared or this addendum can be updated. Mr. O'Connell asked what ideas were being considered for the new Makerspace. Mr. Hutter reported that there is a wish list at the moment for the Makerspace; service desk, business center, digitization station, work space, editing of photos and music lab, etc.

**STRATEGIC PLAN
UPDATE**

Mr. Aitken noted the Art Advisory Council minutes of April 5, 2017. Ms. Bridges was happy to see the art gallery remained open during the Children's Library renovation. Kudos to the AAC.

COUNCIL MINUTES

Mr. Aitken noted the Children's Advisory Council minutes of April 25, 2017. Ms. Comer questioned what the Council is preparing for the opening of the Children's Library. Ms. Curtin will speak with Ms. Hyde about a list of events the Council was contemplating. The Children's librarians are having an essay contest "Tell Us Why You Are Excited About the New Children's Library" for 5th and 6th graders. The winner will be invited to an afterhours party prior to the grand opening.

Mr. Aitken noted the Health Advisory Council minutes of May 30, 2017, as well as the Music Advisory Council minutes of May 10, 2017. Mr. O'Connell had a general question about councils, how are they funded?

Mr. Aitken noted the Foundation minutes of May 9, 2017 and the Investment Report dated June 6, 2017. A discussion on investment strategy ensued.

**FOUNDATION
REPORT**

Mr. Aitken noted the Friends of the Library minutes of April 12, 2017 and May 23, 2017. Mr. O'Connell noted that the Book and Author event was great.

**FRIENDS OF THE
LIBRARY MINUTES**

Mr. Aitken noted the Patron Comments for May 2017. Mr. O'Connell agreed with the umbrella cover comment. Another comment regarding the storm water grates in the parking lot was discussed.

PATRON COMMENTS

Ms. Curtin asked the Board if they would like to meet a week earlier in September due to the Rosh Hashana holiday. The Board agreed to meet on Tuesday, September 19, 2017.

**SEPTEMBER BOARD
MEETING**

The Board would like to commend Ms. Camarata on the \$200 increase in revenue in the coffee analysis.

**COFFEE BAR
REVENUE**

Mr. Whittemore presented a summary report for the "PWPL Wireless" network. Some highlights were the unique devices of over 4000. Mr. Aitken would like a splash page placed at the log-in stage. Mr. Keller would like to see a seminar or workshop on security presented in the fall. The Board thanked Mr. Whittemore for his presentation.

**PWPL WIRELESS
NETWORK REPORT**

Mr. Keller updated the Board on his reaching out to the school district and some community groups about the Digital Divide. He will report in the more in the Fall.

DIGITAL DIVIDE

Mr. Aitken asked if there were any questions or comments from the Staff Association. Ms. Christake was the Staff Association representative and had no questions or comments.

**STAFF
ASSOCIATION**

Mr. Hutter speaking as a member of the public announced his one year anniversary with the library. The Board congratulated him and thanked him for his service.

PUBLIC COMMENTS

Ms. Bridges noted that the Library's Un-Gala was advertised in July newsletter.

UN-GALA

Mr. O'Connell motioned to adjourn. All agreed.

ADJOURNMENT

PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING

JUNE 2017 REPORTS

WARRANTS TO BE VOTED ON

Warrant Number	Amount
17-06-12A	\$ 119,216.78
17-06-12B	\$ 130,556.66

WARRANT TOTAL \$ 249,773.44

CAPITAL FUND

CAPITAL FUND TOTAL \$ -

Payroll Date	Gross	Net	Processing	Tax Liability
6/1/2017	\$ 128,089.03	\$ 88,132.18	\$ 260.95	\$ 42,445.48
6/15/2017	\$ 122,220.66	\$ 82,791.54	\$ 250.95	\$ 40,164.87
6/29/2017	\$ 127,926.11	\$ 84,399.18	\$ 479.40	\$ 39,361.56
PAYROLL TOTAL	<u>\$ 378,235.80</u>	<u>\$ 255,322.90</u>	<u>\$ 991.30</u>	<u>\$ 121,971.91</u>

Prepared By:
Christine DiPasquale
Finance Office



GENERAL MUNICIPAL LAW

Section 104-b

The following relates to attorney, accountant, auditor, and information technology specialist:

Prior to making the above appointments, the Board reviewed the Library's Procurement Policy and General Municipal Law, Section 104-b, pertaining to professional services, as it relates thereto, and reaffirmed the procedures set forth therein relative to competitive bidding. The Board's attorney, accountant, auditor, information technology specialist, and risk management consultants were appointed based upon their expertise, prior experience, familiarity with relevant governmental operations and continuity of service.

Accordingly, no request for alternate or additional proposals was made by the Board in the case of the attorney, accountant, auditor, information technology specialist, or risk management consultant.

1.0 DISBURSEMENTS AND RECEIPTS

1.1 DISBURSEMENTS

The prior approval of two Trustees, designated by the Board, shall be required for all disbursements, unless there is an emergency, in which case, disbursements may be made with the approval of one of the designated Trustees and the Library Director. Any emergency disbursement shall be reported to the entire Board at its next scheduled meeting. All disbursements shall be made bi-weekly. All warrants shall be reviewed by the entire Board each month prior to acceptance at the next regularly scheduled Board meeting. The Board of the Port Washington Public Library resolves that it authorizes the payment in advance of audit of claims for public utility services, postage, freight and express charges. The term public utility services shall mean electric, gas, water, sewer, and telephone services. All such claims shall be included in warrants presented to the Board for review. (July 2, 2014)

1.2 RECEIPTS

The Director shall implement procedures and internal controls to ensure all cash and checks received are deposited and accounted for in a timely basis. Any shortage of cash in excess of \$20 within a month shall be reported to the Board of Trustees at the next scheduled meeting. (November 2016).

1.3 PETTY CASH

The Board of Trustees authorizes a Petty Cash Fund in an amount of \$150 to be used for miscellaneous transactions in which the use of a check is not practical. The Director shall implement procedures to regulate the use and accounting for these funds. All disbursements from petty cash shall be recorded and supported by appropriate documentation. Replenishment of the Petty Cash Fund shall be made through the regular disbursement process in which all checks are subject to review by two members of the Board. (November 2016)

2.0 INVESTMENT POLICY

2.1 SCOPE

This investment policy shall apply to all assets available for investment by the Library whether on its own or on behalf of any other entity or individual.

2.2 OBJECTIVES

The primary objectives of the Library's investment activities shall be in order of priority:

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- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

2.3 DELEGATION OF AUTHORITY

The Board of Trustees' responsibility for administration of the investment program is delegated to the Director who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

2.4 PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Port Washington Public Library to operate effectively. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

2.5 DIVERSIFICATION

It is the policy of the Port Washington Public Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling, to the extent that such diversification can reasonably be expected to improve the Library's financial position. (9-17-14).

2.6 INTERNAL CONTROLS

It is the policy of the Port Washington Public Library for all moneys collected by any officer or employee of the Library to transfer those funds to the Director or designee within 5 business days of receipt, or within the time period specified

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in law, whichever is shorter. The Director is responsible for establishing and maintaining an internal control structure subject to the approval of the Board which provides reasonable assurances that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are properly authorized and executed and all documents properly recorded, and managed in compliance with applicable laws and regulations and that financial statements are provided to the Board.

2.7 DESIGNATION OF DEPOSITORIES

The following institution is authorized for the deposit of monies:

Depository Name	Bridgehampton National Bank
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2.8 COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, Section 10, all deposits of the Port Washington Public Library, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by a pledge of the following "eligible securities" with an aggregate "market value" as provided by GML Section 10, equal to the aggregate amount of deposits:

1. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof, or a United States government sponsored corporation.
2. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
3. An "eligible letter of credit," payable to the Library as security for the payment of 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An "eligible letter of credit" shall be an irrevocable letter of credit issued in favor of the Library, for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company's commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization, or one that is in compliance with applicable federal minimum risk-based capital requirements. (Adopted by the Board of Trustees July 10, 2013).

2.9 SAFEKEEPING AND COLLATERALIZATION

All eligible securities used for collateralizing deposits shall be held by the depository and/or a third party, bank or trust company subject to a security agreement and a custodial agreement.

The security agreement shall provide that eligible securities are being pledged to secure Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. The security agreement shall also provide the conditions under which the eligible securities may be sold, presented for payment, substituted or released and the events which will enable the Library to exercise its rights against the eligible securities. In the event that the eligible securities are not registered or inscribed in the name of the Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Port Washington Public Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The custodial agreement should also require the custodian to confirm the receipt, substitution or release of the securities provide for the frequency of revaluation of eligible securities and for the substitution of securities when change in the rating of a security may cause concern. Such agreement shall include all provisions necessary to provide the Library a perfected interest in the securities.

2.10 PERMITTED INVESTMENTS

As authorized by General Municipal Law, Section 11, the Port Washington Public Library authorizes the Director or designee to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- special time deposit accounts;
- certificates of deposit;
- obligations of the United States of America; obligations guaranteed by agencies of the United States of America where the payment of principal and interest is guaranteed by the United States of America;
- obligations of the State of New York.

All investment obligations shall be payable or redeemable at the option of the Port Washington Public Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Port Washington Public Library within two years of the date of purchase.

2.11 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Port Washington Public Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Library conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

2.12 PURCHASE OF INVESTMENTS

The Director is authorized to contract for the purchase of investment:

1. Directly, including through a repurchase agreement, from an authorized trading partner;
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Art. 5G of the General Municipal Law where such program has been authorized by the Board of Trustees;
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Board of Trustees.

All purchased obligations, unless registered or inscribed in the name of the Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Port Washington Public Library by the bank or trust company. Any obligation held in custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Library a perfected interest in the securities.

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2.13 REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- all repurchase agreements must be entered into subject to a Master Repurchase agreement;
- trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers;
- obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America;
- no substitution of securities will be allowed;
- the custodian shall be a party other than the trading partner. (October 1993)

3.0 PURCHASING POLICY

The Board of Trustees recognized its responsibility to promulgate the purchasing policy of the Library, in order to obtain goods and services at the best possible price, in accordance with General Municipal Law 104B.

The Board shall appoint a purchasing agent at the annual reorganization meeting, who will be responsible for the implementation of all purchasing for the Library. If advantageous, purchases shall be made through New York State Contract and/or Nassau County Contracts.

Bids shall be let, as authorized by the Board, for all contracts for public works and all purchases in accordance with General Municipal Law.

Purchases may be made under appropriate state and local contracts. (Adopted by the Board of Trustees July 10, 2013).

No employee has the authority to order supplies and equipment and charge such to the Library. The Library will not reimburse any employee for supplies and equipment which are so ordered unless approved by the purchasing agent.

The Board of Trustees will make certain that professional services are secured in a manner that protects the integrity of the process, ensures the prudent use of taxpayer dollars and provides a high quality standard of service, in accordance with law and regulation. Professional services are defined as services requiring special skill and/or training, such as legal services, auditing services, or insurance (Adopted by the Board of Trustees July 10, 2013).

On a periodic basis as determined by the Board of Trustees, the designated staff will prepare a comprehensive written request for proposals (RFP), which will contain critical

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details of the services sought. The RFP will specify that the proposal include the structure of the relationship between the Library and the provider, including, if applicable, the terms of the retainer, the hourly fees and other associated costs. (Adopted by the Board of Trustees July 10, 2013).

In reviewing the RFP's, the Library will consider, at a minimum, the following factors:

1. the suitability of the individual/firm for the Library's needs;
2. the special knowledge or expertise of the individual/firm;
3. the credentials and applicable certifications of the individual/firm;
4. the quality of the service provided by the individual/firm;
5. cost;
6. the staffing availability from the firm or the time available from the individual.

Requests for Proposals for auditing services will be prepared no less than every five years. (Adopted by the Board of Trustees July 10, 2013).

The Board of Trustees permits the use of a **Library credit card** by the Library Director or her designee to pay for actual and necessary expenses incurred in the performance of work-related duties for the Library. The credit card shall be in the name of the Library.

The Library shall establish a credit line not to exceed \$5,000 on its credit card.

The Board shall ensure the credit card company is such that the Library preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper Library charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the employee whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

The credit card may only be used for legitimate Library business expenditures. Further, any use of the credit card must be in accordance with the Library's policy on purchasing. All "Reward" points accrued through credit card use will be used for Library purposes. (Adopted by the Board of Trustees July 6, 2011)

Users must take proper care of this credit card and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Board and to the appropriate financial institution. Failure to take proper care of the credit card or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

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Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with Library-related business for which the credit card has been used.

(Resolution to incorporate the Use of Corporate Credit Cards policy into the Library Policy Manual was approved by the Board at the November 16, 2005 meeting.)

Purchases in excess of \$3,000 shall be subject to competitive quotations. These competitive quotations must be in written proposals, written quotations or verbal quotations. All quotations shall be recorded. (January 2015)

The Board of Trustees reserves the right to reject any and all quotations which it determines is not in the best interests of the Library by reason of quality and/or not adhering to the specifications as described in the request for quotations.

All awards to other than the lowest responsible offeror must be documented containing all information justifying the reason and explanation for awarding to other than the lowest responsible offeror.

Contract awards will be made to local merchants, all else being equal.

The Board of Trustees shall annually review this policy. (November 1993)

3.1 Capitalization Policy

The Library defines capital assets as non-consumable assets with a normal service life of more than two years. In order to provide for the proper control and conservation of Library property, the Director or designee shall account for capital expenditures in accordance with the following guidelines:

Capitalization of Assets

1. Equipment items that cost more than \$500 will be capitalized and depreciated.
2. Equipment items costing less than \$500 will be expensed.
3. All non-equipment capital assets costing in excess of \$5,000 shall be capitalized and depreciated.
4. All non-equipment capital assets costing less than \$5,000 shall be expensed.

Fixed assets with a service life of more than two years following the date of acquisition will be capitalized. Useful lives will be determined in the year of purchase based on general guidelines obtained from professional organizations and the asset's present condition. The Library will use the straight-line method of depreciation and depreciation expense will be calculated beginning the year of acquisition.

(Resolution to incorporate the Capitalization Policy was passed by the Library Board of Trustees at the annual organizational meeting on July 11, 2007.)

3.2 Meals and Refreshments Policy (April 2016)

The Board of Trustees recognizes that, occasionally, it may be appropriate to provide refreshments and/or meals at meetings or programs that are being held at the Library for an educational purpose or staff development. Any expenditure on such refreshments and/or meals must be approved by the Library Director or his/her designee.

All expenses must be appropriately documented, including the date, purpose of the meeting and the group in attendance, and submitted to the Library Finance Office for the purposes of audit and possible reimbursement.

4.0 GIFT ACCEPTANCE POLICY

1. Gifts will be accepted which are in furtherance of the Library's purposes subject to the terms of this policy.
2. The terms of the gift must identify: a) the subject of the gift; b) the purpose of the gift; c) the beneficiary or beneficiaries, if any; and d) all conditions or restrictions that may apply. Other than cash and negotiable instruments, the Library's Deed of Gift form must be signed by the donor. (February 2004)
3. If the gift is in trust, the obligation to invest and reinvest the principal shall be clearly specified and the application of the income or investment proceeds shall be clearly set forth.
4. Gifts may be designated for a specific purpose for which no special fund has been established if it is within the mission of the Library.
5. The Library will make the final decision on the use, display, housing, withdrawal or other disposition of all gifts.
6. The Library does not provide materials value assessment for tax purposes.
7. All gifts accepted will be acknowledged in writing. Any gift rejected by the Board shall be returned to the donor or his or her estate within sixty (60) days.
8. The Board of Trustees may vote to accept or reject proposed gifts. The acceptance of gifts whose estimated value is less than \$200 will not require the approval of the Board of Trustees. The Library Director and appointed staff will determine the disposition of these gifts. (March 1996)

See 2.0 Donation of Library Material for further information on page 84.

PORT WASHINGTON PUBLIC LIBRARY

2017 - 2018 PROPOSALS

THREE YEAR COMPARISON

CATEGORY	CONTACT	2017-2018	2016-2017	2015-2016
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Bond Schoeneck & King	Howard Miller	\$12,000	\$12,000	\$12,000
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Attorney (General Counsel)

Cullen & Danowski	Don Hoffmann	\$54,000	\$59,220	\$59,220
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Accountant

Gryphon Technologies	John Whittemore	\$56,576	\$55,221	\$55,983
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Information Technology

Rynkar, Vail & Barrett	Bill Barrett	\$17,900	\$17,800	17,500
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Auditor (CPA)

NOMINATING COMMITTEE REPORT 2017-2018

Name	Address	City	ST	Zip	Position	Term Exp.
Robert Lee Aitken	88 Mackey Avenue	Port Washington	NY	11050	Vice President	6/30/2019
Patricia Bridges	32 Litchfield Road	Port Washington	NY	11050	Recording Secretary	6/30/2022
Nancy Comer	7 Harbor View Road	Port Washington	NY	11050		6/30/2021
Thomas Donoghue	111 Luquer Road	Port Washington	NY	11050		6/30/2018
William Keller	25 Plymouth Road	Port Washington	NY	11050		6/30/2021
Michael Krevor	21 Franklin Avenue	Port Washington	NY	11050		6/30/2018
John O'Connell	10 N. Washington Street	Port Washington	NY	11050	President	6/30/2020



BANK DESIGNATION

Bridgehampton National Bank is the Library's depository for 2017/2018.



PETTY CASH

The amount of \$150 is to be kept as petty cash in the Finance Office.

LIBRARY OFFICER AND EMPLOYEE CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

The Library Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library Board of Trustees, Library staff. Actions based on an ethical code of conduct promote public confidence and the attainment of Library goals. The Board also recognizes its obligation, under the provisions of the New York General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of all Library officers and employees.

The Library Board of Trustees is also committed to avoiding any situation in which the existence of simultaneous, conflicting interests of any Library officer, employee, or trustee may call into question the integrity of the management or operation of the Library. The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest.

1. **Gifts:** No officer, employee, or trustee shall directly or indirectly solicit, accept, or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members.
2. **Confidential Information:** No officer, employee, or trustee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees regardless of whether or not such information is deemed confidential.
3. **Representation Before the Board:** An officer, employee, or trustee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees.
4. **Representation Before the Board for a Contingent Fee:** An officer, employee, or trustee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board, whereby the compensation is to be dependent or contingent upon any action by the Board with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
5. **Disclosure of Interest in Matters before the Board:** A member of the Board of Trustees and any officer, employee, or trustee of the Library, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term "interest" means a pecuniary or material benefit accruing to an officer, employee, or trustee.
6. **Disclosure of Interests in Contracts:** To the extent known, any officer, employee, or trustee of the Library who has, or will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library as well as to the Library Director as soon as he or she has knowledge of such actual or prospective interest.
7. **Investments in Conflict with Official Duties:** No officer, employee, or trustee of the Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

8. **Certain Real Property Interests Prohibited:** No officer, employee, or trustee of the Library who has an interest in any real property, either individually or as an officer, employee, or trustee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term “participate” shall include the promotion of the site as well as the negotiation of the terms of the acquisition.
9. **Prohibited Conflicts of Interest:** No Library officer, employee, or trustee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is an officer, employee, or trustee when such Library officer, employee, or trustee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment thereunder, audit bills or claims under the contract, or appoint an officer, employee, or trustee who has any of the powers or duties set forth above, and no chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration agent or for investment of Library funds of which he or she is an officer, employee, or trustee. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library officer, employee, or trustee in one or more positions of public employment, the holding of which is not prohibited by law.
10. **Certain Prohibited Actions:** No person employed by the Library shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of the same family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected in accordance with the applicable provisions of any collective bargaining agreement to correct the situation.
11. **Private Employment:** No officer, employee, or trustee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
12. **Future Employment:** No officer, employee, or trustee of the Library shall, after the termination of service as a Trustee or employment with the Library, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former Library officer, employee, or trustee of any claim, account, demand or suit against the Library on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.
13. **Use of Library Property:** No Library officer, employee, or trustee shall use or permit the use of property, owned or leased to the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.
14. **Duty to Disqualify:** It is incumbent upon any Library officer, employee, or trustee, whether paid or unpaid, to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.
15. **Duty to Report Conflicts of Interest:** In the event that any Library officer, employee, or trustee knows of or perceives a direct or indirect conflict of interest, he or she shall report it to the Library Board of Trustees. Any resolution of such conflict by the Board shall hold the Library’s interest paramount, as well as maintain the Board’s integrity in its governing role.
16. **Duty to Report Violations of this Policy:** Any Library officer, employee, or trustee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the Library Board of Trustees.

Distribution of the Library Officer and Employee Code of Ethics and Conflict of Interest Policy

The Library Board of Trustees shall cause a copy of this Code of Ethics and Conflict of Interest Policy to be distributed to every officer and employee of the Library. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Board shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the Library's jurisdiction in a place conspicuous to the Library's officers and employees.

Penalties

In addition to any penalty contained in any other provision of law, a Library officer, employee, or trustee who shall knowingly and intentionally violate any of the provisions of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and dismissal, in the manner provided by applicable law.

Acknowledgement

The standard of behavior at the Port Washington Public Library is that all officers and employees, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the Port Washington Public Library on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the Port Washington Public Library decision-making process, to enable Library constituents to have confidence in the Library's integrity, and to protect the integrity and reputation of all Library officers and employees both paid and unpaid.

Upon or before election, hiring or appointment, I will make a full, written disclosure of any and all interests, relationships, and holdings that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature: _____

Print Name: _____

Date: July 5, 2017



RESOLUTION

July 5, 2017

The Board of the Port Washington Public Library resolves that it authorizes the payment in advance of audit of claims for public utility services, postage, freight and express charges. The term public utility services shall mean electric, gas, water, sewer and telephone services. All such claims shall be included in warrants presented to the Board for review.

John O'Connell, President

PORT WASHINGTON PUBLIC LIBRARY
2017/2018 HOLIDAY SCHEDULE

<u>HOLIDAY</u>	<u>DAY</u>	<u>DATE</u>	<u>SCHEDULE</u>
INDEPENDENCE DAY	TUESDAY	JULY 4, 2017	CLOSED
LABOR DAY WEEKEND	SATURDAY SUNDAY MONDAY	SEPTEMBER 2, 2017 SEPTEMBER 3, 2017 SEPTEMBER 4, 2017	CLOSED CLOSED CLOSED
COLUMBUS DAY	MONDAY	OCTOBER 9, 2017	OPEN 1-5
THANKSGIVING EVE THANKSGIVING DAY	WEDNESDAY THURSDAY	NOVEMBER 22, 2017 NOVEMBER 23, 2017	OPEN 11-5 CLOSED
CHRISTMAS EVE CHRISTMAS DAY	SUNDAY MONDAY	DECEMBER 24, 2017 DECEMBER 25, 2017	CLOSED CLOSED
NEW YEAR'S EVE NEW YEAR'S DAY	SUNDAY MONDAY	DECEMBER 31, 2017 JANUARY 1, 2018	CLOSED CLOSED
MARTIN LUTHER KING, JR.	MONDAY	JANUARY 15, 2018	OPEN 1-5
PRESIDENT'S DAY	MONDAY	FEBRUARY 19, 2018	OPEN 1-5
MEMORIAL DAY	SATURDAY SUNDAY MONDAY	MAY 26, 2018 MAY 27, 2018 MAY 28, 2018	CLOSED CLOSED CLOSED

For Christmas Eve and New Year's Eve a total of 2 compensatory days should be taken within a pay period before or after the holiday. Election Day - Nov 7th (9 a.m. - 9 p.m.) & Veterans' Day - Nov. 11th are Floating Days = F/T & less-than-full-time staff will receive a floating holiday. P/T & hourly employees scheduled on these days will be paid at a rate of time & three quarters for hours worked. Easter Sunday April 1, 2018 closed. (Summer Sundays begin June 24, 2018)



REVIEW OF INTERNAL CONTROLS

Invoices:

1. Invoices routed to the departments which placed the orders, and are approved.
2. Coded by Finance Office
3. Approved by the Director
4. Approved by two Board members
5. Warrant approved by the full Board

Checks:

1. Prepared by the Finance Office
2. Signed by the Treasurer
3. Mailed by the Finance Office after the warrant is approved by the Board

Accounting Firm:

1. Reviews bank reconciliations
2. Closes financial transactions for the month
3. Produces General Ledger
4. Prepares monthly financial statements for the Director and the Library Board



BOARD OF TRUSTEES MEETING SCHEDULE

JULY 2017– JUNE 2018

DATE	MEETING
July 5	Organizational
August 16	Regular Meeting (Tentative)
September 19 (TUESDAY)	Regular Meeting
October 18	Regular Meeting
November 15	Regular Meeting
December 20	Regular Meeting
January 17	Regular Meeting
February 21	Budget Hearing/Board Meeting
March 21	Budget Hearing/Board Meeting
April 3 (Tuesday)	Budget Information Session & Meet the Candidate(s)
April 10	Budget Vote/Trustee Election
April 18	Regular Meeting
May 16	Regular Meeting
June 20	Regular Meeting

Notes: Public Session of Meetings begins at 7:30 pm in the Hagedorn Meeting Room.

<u>FYI</u>	Rosh Hashanah	—	September 21, 2017
	Yom Kippur	—	September 30, 2017
	President's Day	—	February 19, 2018
	Passover	—	March 31, 2018
	Easter Sunday	—	April 1, 2018



WARRANT SIGNING SCHEDULE

2017- 2018

July 2017..... **Michael Krevor**
..... **John O'Connell**

August 2017..... **Lee Aitken**
..... **John O'Connell**

September 2017..... **Tom Donoghue**
..... **John O'Connell**

October 2017..... **Patricia Bridges**
..... **John O'Connell**

November 2017..... **Bill Keller**
..... **John O'Connell**

December 2017..... **Nancy Comer**
..... **John O'Connell**

January 2018..... **Michael Krevor**
..... **John O'Connell**

February 2018..... **Lee Aitken**
..... **John O'Connell**

(over)

March 2018..... **Tom Donoghue**
..... **John O'Connell**

April 2018..... **Patricia Bridges**
..... **John O'Connell**

May 20167..... **Bill Keller**
..... **John O'Connell**

June 2017 **Nancy Comer**
..... **John O'Connell**



COMMITTEE APPOINTMENTS FOR 2016/2017

Policy	Lee Aitken, Michael Krevor Tom Donoghue
Budget	Lee Aitken, John O'Connell, Tom Donoghue
Public Relations	Lee Aitken, Patricia Bridges, Nancy Comer
Facilities Planning	Lee Aitken, William Keller, Nancy Comer

Board of Trustees Objectives 2017-18

1. **Staff Succession Planning**
2. **Continue to evaluate future service models and plan new learning spaces and staffing patterns.**
 - Redesign collection spaces**
 - Plan new Maker Space**
 - Complete ESOL classroom/expansion project**
3. **Create a facility upgrade schedule and implement priority maintenance items**
4. **Complete LED light conversion**
5. **Develop future fundraising strategies**
6. **Develop a Tech Council to further digital literacy throughout Port Washington**

PORT WASHINGTON PUBLIC LIBRARY

DEED OF GIFT

I/We, Edith Seltzer (Names(s))

of 1 Kensington Gate, Great Neck, NY 11021 (Address),

hereby irrevocably and unconditionally donate, give, transfer, assign and convey, by way of gift, to the Port Washington Public Library, Port Washington, NY, its successors and assigns (the "Library") all of my/our right, title and interest in, arising from and to the following personal property:

Two mixed media artworks - Each 58"x38" in.
on masonite circa 1980 - Both in very good
condition - Both available immediately

I/We represent and affirm that: I/we own the property described above; I/we have good and complete right, title, and interest in and to the property; I/we have full authority to donate, give, transfer, assign and convey my/our right, title and interest in and to the property, the property is conveyed free and clear of all encumbrances, liens and restrictions; and to the best of my/our knowledge, the property as not been imported or exported into or from any country contrary to its laws.

I/We hereby irrevocably and unconditionally transfer, convey and assign to the Library, in perpetuity, any copyright which I/we control in the above-described property. I/We agree that I/we retain no rights in the above described property.

The Library is authorized to dispose of any materials in the collection that the Board, in its sole discretion, determines are no longer necessary to the collection.

This Deed of Gift shall be governed by the laws of the State of New York.

IN WITNESS WHEREOF, I/We, intending to be legally bound hereby, have duly executed this Deed of Gift on this 21 day of June, 2017

Edith Seltzer
Donor's Signature

Edith Seltzer
Please Print Name

Witnessed by: [Signature]
Signature

Edith Seltzer
Please Print Name

Date Witnessed: 6/21/17

Vanessa Nastro

*If the property is owned by more than one person or entity, the names and signatures should be set forth on this Deed of Gift. (8/08)

EDITH SELTZER

SOLO EXHIBITIONS: 1993 Westhampton Sq. Gallery, Westhampton, NY
1990 Fine Arts Museum of LI, Hempstead, NY
1980 Nassau County Museum of Fine Arts, Roslyn, NY
1984 Pleiades Gallery, NY
1977 Central Hall Gallery, Port Washington, NY

SELECTED EXHIBITIONS: 2004 Benson Gallery, Bridgehampton, NY
2000 Firehouse Gallery, Garden City, NY
1996 Stony Brook Museum, Stony Brook, NY
1996 Gallery North, Setauket, NY
1980 Gallery 10 Limited, Washington, DC
1978 Contemporary Reflections, Aldrich Museum, CT
1977 College and Assemblage, Adelphi University, LI
1975 55 Mercer, NY
1974 "18" C.U.N.Y.
1971 New York University, Loeb Center

GROUP EXHIBITIONS: 1987 Queens College, NY
1985 Pleiades Gallery, NY
1978 York College, York, PA
1978 Aldrich Museum, Ridgefield, CT
1977 Hudson River Museum, Yonkers, NY
1974 Nassau Community College
1976 St. John's University, Jamaica, NY
1975 C.W. Post College, Brookville, NY
1970 Silvermine Artists Guild, New Canaan, NY
1970 Lever House, NY
1970 Heckscher Museum, Brookville, NY
1968 Audubon Artists, National Academy, NY

SELECTED BIBLIOGRAPHY: 1996 N.Y. Times, Phyllis Braff
1990 N.Y. Times, Helen Harrison
1980 N.Y. Times, Helen Harrison
1979 Arts Magazine, Robbie Ehrlich
1977 Newsday, Malcolm Preston
1975 Long Island Press, Jeanne Paris
1975 Newsday, Malcolm Preston
1974 Newsday, Amai Wallach





