

**PORT WASHINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JULY 10, 2019  
AGENDA**

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- I Oath of Office – Adrienne Saur - Trustee, Michael P. Tomicich – Treasurer,  
Lynn Moessner – District Clerk
- II Approval of June 19, 2019 Board of Trustees Minutes
- III Approval of June 2019 Warrants
- IV Approval of June 2019 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 – Michael P. Tomicich
  - j) Appointment of District Clerk
  - k) Nominating Committee Slate
  - l) Election of Officers of Board of Trustees for 2019/2020
  - m) Designation of Bank Depository
  - n) Acceptance of Amount of Petty Cash
  - o) Conflict of Interest Document
  - p) Resolution for Prepaid Public Utilities
- VI Director's Report
  - a) Approval of 2019/2020 Holiday Schedule
  - b) Personal Registration Day for 2019 Election – March 31, 2020
  - c) Outdoor Concert – September 14, 2019
  - d) Library Construction Aid Grant - Assurances Form
- VII President's Report
  - a) Review of Internal Controls
  - b) Approval of Board Meeting Schedule for 2019/2020
  - c) Acceptance of Warrant Signing Schedule for 2019/2020

(over)

- d) Board of Trustees' Committee Appointments
- e) Board Objectives

VIII Councils.

- a) Art Advisory Council Members
- 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) 2019/2020 Members

X Friends of the Library

- a) 2019/2020 Board Members

XI Staff Reports

- a) ESOL - Harnessing NYC's Public Libraries - June 23, 2019

XII Correspondence

- a) Helen Keller National Center – Email June 26, 2019
- b) South Salem Elementary School letter from Ava - June 2019
- c) Patron Comments – June 2019

XII Public Comments

XIV Adjournment

PORT WASHINGTON PUBLIC LIBRARY  
UNAPPROVED MINUTES OF  
THE BOARD OF TRUSTEES MEETING  
JUNE 19, 2019

Attending:	John O'Connell Patricia Bridges Michael Krevor Sima Vasa	Lee Aitken, Presiding Nancy Comer William Keller Keith Klang
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Mr. O'Connell stated the Board met at 6:30 pm and resolved to go into Executive Session to discuss staff contracts. The public portion of the meeting was opened at 7:45 pm.

***OPENING***

Mr. O'Connell requested approval of the May 15, 2019 Board of Trustees minutes. Ms. Comer motioned to approve. All agreed.

***APPROVAL OF MINUTES***

Mr. O'Connell requested approval of the May Warrants 19-05-11A and 19-05-11B, and three payrolls. Mr. Keller motioned to approve. All agreed.

***APPROVAL OF WARRANTS***

Mr. O'Connell noted one appointment, one departure, and one salary adjustment. Ms. Bridges motioned approval. All agreed.

***STAFF CHANGES***

Mr. O'Connell asked if there were any questions on the May financial report representing 92% of the expended budget. Mr. Krevor questioned the increase in the line item for the newsletter. Mr. Klang suspects the fee for an outside designer and increase in printing fees is the cause.

***FINANCIAL REPORT***

Mr. O'Connell excused himself from the meeting asking Mr. Aitken to preside over one final meeting before he retires at the end of the month. Mr. Aitken accepted and moved on to the Director's report.

Mr. Klang presented a review of the 2018-2019 Goals and Objectives noting his update comments were in red. Mr. Klang provided the board with a draft of 2019-2020 Goals and Objectives asking for the board's comments to finalize the list for the July Organizational meeting. The board requested that uncompleted items be carried over to the new fiscal year. Ms. Vasa suggested that the goals be crystalized into more achievable items relating to marketing, a technology advisory committee, makerspace and community partners. Mr. Klang will provide an updated list for the July meeting.

***GOALS AND OBJECTIVES***

Mr. Klang informed the Board that he is still awaiting completion of the punch list items for the new Adult Learning Center. A meeting is scheduled on site to discuss the outstanding HVAC issue with architect and contractor to provide a solution. When completed a ribbon cutting ceremony is planned.

***ADULT LEARNING CENTER UPDATE***

Mr. Klang discussed using the SCC Project Manager contract dated June 1, 2018 for the upcoming lavatories and EPDM roof projects. The project manager, Nick Amoruso, stated that the contract is customizable to meet the needs of the individual projects.

**PROJECT  
MANAGER**

Mr. Klang requested the Board approve the final Interior Design Contract from Me and General Design dated June 11, 2019 with a few minor additional corrections suggested by Mr. Krevor. Mr. Aitken motioned to approve, Mr. Keller seconded. All agreed.

**INTERIOR DESIGN  
CONTRACT**

Mr. Keller motioned to approve the EPDM Roof resolution in the amount of \$367,500. All agreed.

**EPDM ROOF  
FUNDING  
RESOLUTION**

Mr. Aitken motioned to approve the EPDM SEQRA Type II resolution. All agreed.

**EPDM SEQRA  
RESOLUTION**

Mr. Klang noted the staff had received Active Shooter training presented by the Port Washington Police Department. Mr. Krevor questioned if there was a panic button. Mr. Klang explained that agency heads have a new RAVE app which when activated immediately notifies the police of an active shooter. Mr. Klang would like to present this training yearly. Mr. Keller suggested a panic button on staff desktop computers and will forward the information to Mr. Klang.

**ACTIVE SHOOTER  
TRAINING**

Mr. Klang notified the Board that sadly Ms. Camarata would be stepping down from the Treasurer's position that she has graciously continued for the past year to help the library during this transition period. Mr. Klang presented the resume of Mr. Michael P. Tomicich who is treasurer for the Village of Roslyn to be considered for the position for the coming fiscal year. The Board will appoint Mr. Tomicich at the July Organizational meeting.

**NEW TREASURER**

Mr. Aitken noted the July Organizational Meeting will be on July 10, 2019 to swear in the new trustee, treasurer, and district clerk as well as general contracts and other yearly affirmations.

**ORGANIZATIONAL  
MEETING**

Ms. Vasa presented the nominating report for 2019-2020. The Board will present Mr. O'Connell as president, Ms. Bridges as vice president and Ms. Comer as secretary.

**NOMINATING  
COMMITTEE  
REPORT**

Mr. Klang noted that the first annual Nancy Curtin Summer Internship has been awarded to Jolie Bercow, a graduating senior from Schreiber. The application responses were amazing, and Ms. Bridges stated a lot was learned through the initial year's application and interviewing process to be streamlined next year.

**NANCY CURTIN  
SUMMER INTERN**

Mr. Aitken noted the Art Advisory Council minutes of May 8, 2019; Children's Advisory Council minutes of June 11, 2019; Health Advisory Council minutes of May 23, 2019; Music Advisory Council minutes of May 15, 2019; and the

**COUNCILS'  
MINUTES**

<p>Books for Dessert Advisory Board minutes of April 3, 2019. Mr. Aitken stated the Volunteer Brunch was a wonderful event and each council gave a brief presentation of this past year's programs and future plans.</p>	<p><b>BOOKS FOR DESSERT MINUTES</b></p>
<p>Mr. Aitken noted the Foundation minutes of meeting for May 13, 2019, as well as the prepared job description for a new Director of Development for the Foundation.</p>	<p><b>FOUNDATION MINUTES/NEW DIRECTOR</b></p>
<p>Mr. Aitken noted the Friends of the Library meeting minutes for April 10, 2019 and May 29, 2019.</p>	<p><b>FRIENDS OF THE LIBRARY</b></p>
<p>Mr. Aitken noted the appreciation letter received from the Retire Senior Volunteer Program date May 16, 2019, as well as the Patron comments for May 2019.</p>	<p><b>CORRESPOND- ENCE</b></p>
<p>Mr. Keller motioned to approve the \$25 unrestricted donation from William E. Cox in memory of Milton J. Ihrig. All agreed.</p>	<p><b>DONATION</b></p>
<p>Mr. Aitken noted the staff report from Children's Services dated January 2019 through April 2019. Mr. Aitken commented on the remarkable report that gives the Board a window to what is happening in the Children's library and is very much appreciated.</p>	<p><b>STAFF REPORTS</b></p>
<p>Mr. Aitken noted the third quarter statistics report with revised e-book numbers. Ms. Bridges commented that ESOL numbers were up even with the disruption of the renovation.</p>	<p><b>STATISTICS REPORT</b></p>
<p>Mr. Aitken noted the Portfest and Harborfest reports. Mr. Klang stated the objective in attending these events is to reach out to a part of the community that don't ordinarily come into the library. Mr. Keller noted that the Nautical Council is quite involved in Harborfest.</p>	<p><b>PORTFEST/ HARBORFEST</b></p>
<p>Mr. Hutter was the Staff Association representative and informed the Board that the library was participating in the 2019 Nassau Library Tour encouraging people to visit as many Nassau libraries as possible during July and August. Each library has a unique feature to hunt for.</p>	<p><b>STAFF ASSOCIATION</b></p>
<p>Mr. Krevor motioned to adjourn in honor of Robert Lee Aitken, former president of the board, who has served as a library trustee for twenty-four years and is retiring. Mr. Keller seconded. All agreed and showed their appreciation giving him a standing ovation. Mr. Aitken gave a heart-felt thank you to all. Farewell Mr. Aitken.</p>	<p><b>ADJOURNMENT</b></p>



## 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, and information technology specialist 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, or information technology specialist.

## V. FINANCE POLICY

### 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:

- 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.

**V. FINANCE POLICY**

**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 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 Board of Trustees will annually designate the Bank Depository. (July 5, 2017)

The following institution is authorized for the deposit of monies:

Depository Name Sterling National Bank (July 10, 2019)

**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



## V. FINANCE POLICY

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.

## V. FINANCE POLICY

### 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;

## V. FINANCE POLICY

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.

### 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)

## V. FINANCE POLICY

### 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.

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.

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 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.

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.

## V. FINANCE POLICY

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.

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.

## V. FINANCE POLICY

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.)**

## V. FINANCE POLICY

### 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.

PORT WASHINGTON PUBLIC LIBRARY

2019- 2020 PROPOSALS

THREE YEAR COMPARISON

CATEGORY	CONTACT	2019-2020	2018-2019	2017-2018
Bond Schoeneck & King Attorney (General Counsel)	Howard Miller	\$12,000	\$12,000	\$12,000
Cullen & Danowski Accountant	Don Hoffmann	\$56,400	\$54,000	\$54,000
Gryphon Technologies Information Technology	John Whittemore	\$58,916	\$57,980	\$56,576
Rynkar, Vail & Barrett Auditor (CPA)	Bill Barrett	\$18,750	\$18,400	\$17,900



## NOMINATING COMMITTEE SLATE 2019-2020

Name	Position	Term Exp.
John O'Connell	<b>President</b>	6/30/2020
Patricia Bridges	<b>Vice President</b>	6/30/2022
Nancy Comer	<b>Recording Secretary</b>	6/30/2021
William Keller		6/30/2021
Michael Krevor		6/30/2023
Adrienne Saur		6/30/2024
Sima Vasa		6/30/2023



## BANK DESIGNATION

Sterling National Bank is the Library's depository for 2019-2020.



## 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 10, 2019



## RESOLUTION

July 10, 2019

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.

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John O'Connell, President

**PORT WASHINGTON PUBLIC LIBRARY**  
**2019/2020 HOLIDAY SCHEDULE**

<u>HOLIDAY</u>	<u>DAY</u>	<u>DATE</u>	<u>SCHEDULE</u>
INDEPENDENCE DAY	THURSDAY	JULY 4, 2019	CLOSED
LABOR DAY WEEKEND	SATURDAY	AUGUST 31, 2019	CLOSED
	SUNDAY	SEPTEMBER 1, 2019	CLOSED
	MONDAY	SEPTEMBER 2, 2019	CLOSED
COLUMBUS DAY	MONDAY	OCTOBER 14, 2019	OPEN 1-5
THANKSGIVING EVE THANKSGIVING DAY	WEDNESDAY	NOVEMBER 27, 2019	OPEN 11-5
	THURSDAY	NOVEMBER 28, 2019	CLOSED
CHRISTMAS EVE CHRISTMAS DAY	TUESDAY	DECEMBER 24, 2019	CLOSED
	WEDNESDAY	DECEMBER 25, 2019	CLOSED
NEW YEAR'S EVE NEW YEAR'S DAY	TUESDAY	DECEMBER 31, 2019	CLOSED
	WEDNESDAY	JANUARY 1, 2020	CLOSED
MARTIN LUTHER KING, JR.	MONDAY	JANUARY 20, 2020	OPEN 1-5
PRESIDENT'S DAY	MONDAY	FEBRUARY 17, 2020	OPEN 1-5
MEMORIAL DAY	SATURDAY	MAY 23, 2020	CLOSED
	SUNDAY	MAY 24, 2020	CLOSED
	MONDAY	MAY 25, 2020	CLOSED

Election Day – Nov 5th (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 12, 2020 closed. (Summer Sundays begin June 28, 2020).



**ASSURANCES: State Aid for Library Construction Program**

The applicant hereby gives assurances of the following: (check all boxes that apply)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
  
- The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.
  
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.
  
- In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10\*\* years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.  
\*Not required because we are a school district library.

**AUTHENTICATION OF APPLICATION**

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the Port Washington Public Library at a legal meeting on July 10, 2019.

Signature of President, Library Board of Trustees: \_\_\_\_\_

John O'Connell

Name of President (type or print): \_\_\_\_\_



## REVIEW OF INTERNAL CONTROLS

### Invoices:

1. Invoices routed to the departments that placed the orders for approval.
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 Administration Assistant after the warrant is approved by the Board

### Accounting Firm:

1. Prepares 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

### Payroll:

1. Supervisors review and approve employee timecards
2. Finance Office tabulates timecard report and prepares payroll register
3. Director or Assistant Director reviews and approves payroll register and payroll is then processed



## BOARD OF TRUSTEES MEETING SCHEDULE

JULY 2019– JUNE 2020

DATE	MEETING
July 10	Organizational
August 21	Tentative
September 18	Regular Meeting
October 16	Regular Meeting
October 26 (Saturday)	Board Retreat
November 20	Regular Meeting
December 18	Regular Meeting
January 15	Regular Meeting
February 12	Budget Hearing/Board Meeting
March 18	Budget Hearing/Board Meeting
March 31 – (Tuesday)	Budget Information Session/Meet the Candidate(s)
April 7	Budget Vote/Trustee Election
April 15	Regular Meeting
May 20	Regular Meeting
June 17	Regular Meeting

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

<b><u>FYI</u></b>	Rosh Hashanah	—	September 30, 2019
	Yom Kippur	—	October 9, 2019
	President's Day	—	February 17, 2020
	Passover	—	April 19, 2020
	Easter Sunday	—	April 12, 2020



## WARRANT SIGNING SCHEDULE

2019- 2020

<b>July 2019</b> ..... .....	<b>Michael Krevor</b> <b>John O'Connell</b>
<b>August 2019</b> ..... .....	<b>Sima Vasa</b> <b>John O'Connell</b>
<b>September 2019</b> ..... .....	<b>Patricia Bridges</b> <b>John O'Connell</b>
<b>October 2019</b> ..... .....	<b>Bill Keller</b> <b>John O'Connell</b>
<b>November 2019</b> ..... .....	<b>Nancy Comer</b> <b>John O'Connell</b>
<b>December 2019</b> ..... .....	<b>Adrienne Saur</b> <b>John O'Connell</b>
<b>January 2020</b> ..... .....	<b>Michael Krevor</b> <b>John O'Connell</b>
<b>February 2019</b> ..... .....	<b>Sima Vasa</b> <b>John O'Connell</b>

(over)

**March 2019**.....  
.....

**Patricia Bridges**  
**John O'Connell**

**April 2019**.....  
.....

**Bill Keller**  
**John O'Connell**

**May 2019**.....  
.....

**Nancy Comer**  
**John O'Connell**

**June 2019** .....

**Adrienne Saur**  
**John O'Connell**



## COMMITTEE APPOINTMENTS FOR 2019/2020

Policy	John O'Connell, Michael Krevor, Adrienne Saur
Budget	John O'Connell, Michael Krevor, Bill Keller
Community Relations/ Marketing	John O'Connell, Patricia Bridges, Sima Vasa
Facilities Planning	John O'Connell, Adrienne Saur, Nancy Comer
Technology	John O'Connell, Patricia Bridges, Sima Vasa
Volunteer Outreach	John O'Connell, Nancy Comer, Bill Keller

## Board of Trustees Objectives 2019-2020

1. Continue to evaluate service models, plan new learning spaces and adjust staffing patterns as they pertain to the following projects in the 2019-2020 fiscal year.
  - a. Complete bathroom renovations.
  - b. Continue to move forward with upgrading Maker Space Lab.
    - Pursue an architect who will assist in redesigning the space.
  - c. Create a permanent Local History Exhibit space.
2. Work with project manager to plan execution of 5-year facility plan.
3. Work with interior design consultant to create design standards for the Library.
  - Ensure that appropriate signage/display is incorporated into the new standards.
4. Assure that the new Adult Learning Center is being properly utilized for both ESOL classes as well as other adult programs/events.
5. Begin and complete a new 5-year strategic plan with staff, stakeholders and community members.
6. Complete staff negotiations for contract beginning July 2019.
7. Provide services and assistance for the 2020 Census.
8. Explore green initiatives and find ways to make the Library a more sustainable facility.
9. Evaluate marketing of programs and services using defined metrics. Choose at least 3 library services and track/evaluate usage based on marketing and promotion.
10. Encourage the Library to discover 5 new community partnerships.
11. Work with stakeholders to develop future fundraising ideas and initiatives.

PATRON COMMENTS

JUNE 2019

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Received From	Date	Comment	Forwarded/ Responded
W.B.	6/18/19	Greetings Keith! The flowers on the desks across the library add a wonderful welcoming feel to the Library! Hope to see it become a continual practice. Many thanks for brightening my & other patrons days with the colorful living addition.	K.K.
J	6/18/19	What I think could be added is some private study rooms for middle school and after students. It would make studying a lot easier without worrying about noise. This would be reservation most likely.	K.K.
BY	6/27/19	Chinese paper World Journal always arrives 4-5 days late. Can we get the same day or one day late is fine?	RH
L	6/27/19	Library is too cold. Can be a little warmer?	K.K.

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