

**PORT WASHINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JULY 7, 2021  
AGENDA**

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- I Oath of Office
  - a) Nancy Comer – Trustee
  - b) Bill Keller – Trustee
  - c) Michael P. Tomicich – Treasurer
  - d) Lynn Moessner – District Clerk
  
- II Approval of June 16, 2021 Board of Trustees Minutes
  
- III Approval of June 2021 Warrants
  
- IV Approval of June 2021 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 2021/2022
  - 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 2021/2022 Holiday Schedule
  - b) Personal Registration Day for 2021 Election – April 5, 2022
  - c) UnGala Tentative Date – October 3, 2021
  - d) Policy Manual Update Approval
  - e) Façade & ALC Roof Restoration Bid Results
  
- VII President's Report
  - a) Confidential Employees Resolution
  - b) Review of Internal Controls

- c) Approval of Board Meeting Schedule for 2021/2022
- d) Acceptance of Warrant Signing Schedule for 2021/2022
- e) Board of Trustees' Committee Appointments
- f) Board Objectives

(over)

VIII Assistant Director

- a) In-Person Services Update

IX 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

X Foundation

- a) 2021/2022 Members

XI Friends of the Library

- a) 2021/2022 Board Members

XII Public Comments

XIII Adjournment



community be informed of what was offered at the Library during the pandemic.

Mr. Klang noted all the renovated lavatories are open to the public. Some remaining close-out items are being worked out by the architect and contractor.

**FACILITY  
UPDATE**

Mr. Klang presented an updated timeline on the façade project stating that a walk-through of the project is scheduled for tomorrow. Construction aid is being applied for in August with a goal to begin construction in September.

**FAÇADE  
TIMELINE**

Mr. Klang reported on the purchase of a Hunter Pro-HC irrigation controller which will achieve maximum efficiency by tracking weather in real time. Ms. Saur suggested that this system, solar panels, and other green initiatives be communicated to the public which may inspire others to do the same.

**IRRIGATION  
CONTROLLER**

Mr. Klang noted the consultant contracts for review prior to approval at next month's organizational meeting.

**CONSULTANT  
CONTRACTS**

Mr. Klang requested approval for the updated language in the Unlawful Harassment and Discrimination Policy. Ms. Vasa motioned to approve. All agreed.

**POLICY UPDATE**

Mr. Klang thanked Mr. Krevor for his detailed review of the Policy Manual. Minor grammar corrections are being incorporated and any substantive changes will be discussed with the Policy Committee and presented at the July organizational meeting.

**POLICY MANUAL  
REVIEW**

Mr. Klang reviewed changes to the PWPL Re-Opening Workplace Safety Plan updated June 3, 2021 and requested the Board's approval. Mr. Keller motioned to approve. All agreed.

**APPROVAL OF  
REVISED RE-  
OPENING PLAN**

Ms. Bridges asked how many patrons are wearing masks and Mr. Klang responded approximately 85% according to the guard.

**FACE MASKS**

Ms. Saur gave the Nominating Committee's report on the slate for President, Vice-President, and Recording secretary for the upcoming year. The Board is pleased with the current leadership and therefore will present Ms. Bridges as President, Ms. Vasa as Vice-President, and Ms. Comer as Recording Secretary at the organizational meeting next month.

**NOMINATING  
COMMITTEE  
REPORT**

Ms. Comer reported that the Facilities Committee met in person last week at the Library and took a tour with Mr. Klang regarding the façade project and the HVAC system upgrade. Mr. Klang and Mr. Hutter are doing a great job completing and starting many projects during the past months. Ms. Comer

**FACILITIES  
COMMITTEE  
REPORT**

looks forward to working on the interior projects, Reading Room, Teen Space, and North Wing that were paused due to the pandemic. Ms. Bridges thanked Ms. Comer for her report.

Ms. Bridges announced that the July 7<sup>th</sup> Organization Meeting will be held in-person in the Lapham Room beginning at 7:30pm. The meeting will be live-streamed for those who are not comfortable with meeting on-site.

**ORGANIZATION-  
AL MEETING**

Ms. Bridges noted the 2021 Vendor List outlining expenses over \$500.

**VENDOR LIST**

Ms. Bridges asked if a Board member could attend the Nassau Library System meeting on November 22, 2021 to represent PWPL. Mr. Keller volunteered to attend.

**NLS MEETING  
SCHEDULE**

Ms. Bridges requested the Board's approval on the Nassau Library System's Resolution for 2022-2026 Direct Access Plan/Resource Sharing Code stating that she relies Mr. Klang and Mr. Hutter's recommendation for this service. Mr. Keller and Ms. Vasa motioned to approve. All agreed.

**NLS DIRECTO  
ACCESS PLAN/  
RESOURCE  
SHARING**

Mr. Hutter stated that the Strategic Plan is in the granular phase to identify activities and finalize the plan.

**STRATEGIC  
PLAN**

Mr. Hutter updated the Board on the in-person services such as Children's story time and work sessions featured in Patch. There are music programs on the terrace supporting Port Outdoors, as well as our own music programs. The Library has opened seating and has begun recording of 450 visits per day. Computer usage is up to 900 which is expected to go over 1000 soon with the increased service hours. Orange and Green teams have joined, and the Library has returned to normal pre-pandemic hours.

**IN-PERSON  
SERVICES  
UPDATE**

The Library is partnering with Littig House to provide Wifi hot spots for their summer activities.

Mr. Hutter has contacted Ms. Nastro with reference displaying the Library logo in a more prominent area on the new Along Manhasset Bay Walking Tour app. This is currently being worked on.

**"ALONG  
MANHASSET  
BAY" WALKING  
TOUR APP**

Ms. Bridges noted the Art Advisory Council minutes of May 12, 2021.

**AAC MINUTES**

Ms. Bridges noted the Foundation minutes of March 8, 2021 and May 17, 2021 as well as the financial activity report dated April 30, 2021.

**FOUNDATION**

Ms. Bridges noted the Patron Comment regarding starting to have movies again and agreed with the patron. Mr. Hutter noted the Library will be looking into possibly featuring outdoor films soon.

**PATRON  
COMMENTS**

Ms. Bridges noted the 3<sup>rd</sup> Quarter statistics and the April 2021 statistics. Mr. Klang stated the stats are slowly ticking up.

**3<sup>RD</sup> QUARTER  
STATS**

Ms. Jansen was the representative for the Staff Association. Ms. Jansen had no comments.

**STAFF  
ASSOCIATION**

Mr. Kaplan commented on the LED conversion project. Mr. Klang will follow up with Mr. Kaplan.

**PUBLIC  
COMMENTS**

Ms. Bridges suggested alternatives to the Better World Book for large book donations.

**BETTER WORLD  
BOOKS BIN**

Ms. Brides requested a motion to adjourn. Mr. Keller motioned to adjourn. All agreed.

**ADJOURNMENT**

PORT WASHINGTON PUBLIC LIBRARY  
BOARD MEETING  
JUNE 2021 REPORTS

**WARRANTS TO BE VOTED ON**

Warrant Number	Amount
21-06-12A	\$ 183,821.11
21-06-12B	\$ 84,692.45

**Warrant Total**                    \$ 268,513.56

<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
6/10/2021	\$	131,714.36	\$	94,576.61			\$	40,216.23
6/24/2021	\$	127,020.40	\$	81,568.03	\$	1,580.85	\$	34,657.00
<b>PAYROLL TOTAL</b>	<b>\$</b>	<b>258,734.76</b>	<b>\$</b>	<b>176,144.64</b>	<b>\$</b>	<b>1,580.85</b>	<b>\$</b>	<b>74,873.23</b>

Prepared By:  
Paul Thomaidis  
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 Purchasing 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 to 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 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 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. (7-5-17)

The following institution is authorized for the deposit of monies:

Depository Name	Sterling National Bank (7-1-2020)
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### 2.8 COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law ("GML"), Section 10, all deposits of the 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 **or greater than** 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, obligations issued by a municipal corporation, school district or district corporation of the State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public monies.

## V. – FINANCE POLICY

3. An “eligible letter of credit,” payable to the Library as security for the payment of one hundred forty percent (140%) 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 ninety (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 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 and 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 GML, Section 11, the 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:

## V. – FINANCE POLICY

- 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 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 Library within two (2) years of the date of purchase.

### 2.11 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The 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 GML 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 Library by the bank or trust

## V. – FINANCE POLICY

company. Any obligation held in custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in GML 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)

### 3.0 PURCHASING POLICY

The Board of Trustees recognize 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 GML Section 104B.

The Board shall appoint a purchasing agent at the annual organizational 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 GML.

Purchases may be made under appropriate state and local contracts.

## V. – FINANCE POLICY

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 RFPs, 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.

RFPs for auditing services will be prepared no less than every five (5) years.

The Board of Trustees permits the use of a **Library credit card** by the Library Director or his/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 be used only 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).**

## V. – FINANCE POLICY

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 **and/or disciplinary action.**

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 three thousand dollars (\$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 are 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 CAPITILIZATION POLICY

The Library defines capital assets as non-consumable assets with a normal service life of more than two (2) 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 five hundred dollars (\$500) will be capitalized and depreciated.
2. Equipment items that cost less than five hundred dollars (\$500) will be expensed.

## V. – FINANCE POLICY

3. All non-equipment capital assets costing in excess of five thousand dollars (\$5,000) shall be capitalized and depreciated.
4. All non-equipment capital assets costing less than five thousand dollars (\$5,000) shall be expensed.

Fixed assets with a service life of more than two (2) 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 for the Library 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 Finance Office for the purposes of audit and possible reimbursement.



PORT WASHINGTON PUBLIC LIBRARY

2021- 2022 PROPOSALS

THREE YEAR COMPARISON

CATEGORY	CONTACT	2021-2022	2020-2021	2019-2020
Bond Schoeneck & King Attorney (General Counsel)	Howard Miller	\$12,000	\$12,000	\$12,000
Cullen & Danowski Accountant	Don Hoffmann	\$60,000	\$57,600	\$56,400
Gryphon Technologies Information Technology	John Whittemore	\$60,086	\$58,916	\$58,916
Rynkar, Vail & Barrett Auditor (CPA)	Bill Barrett	\$19,000	\$19,000	\$18,750

**NOMINATING COMMITTEE SLATE — OFFICER'S OF THE BOARD — 2021-2022**

<b>Name</b>		<b>City</b>	<b>ST</b>	<b>Zip</b>	<b>Position</b>	<b>Term Exp.</b>
Patricia Bridges		Port Washington	NY	11050	<b>President</b>	6/30/2022
Nancy Comer		Port Washington	NY	11050	<b>Recording Secretary</b>	6/30/2026
William Keller		Port Washington	NY	11050		6/30/2026
Michael Krevor		Port Washington	NY	11050		6/30/2023
Adrienne Saur		Port Washington	NY	11050		6/30/2024
Matthew Straus		Port Washington	NY	11050		6/30/2025
Sima Vasa		Port Washington	NY	11050	<b>Vice President</b>	6/30/2023



## BANK DESIGNATION

Sterling National Bank is the Library's depository for 2021-2022.

July 1, 2021



## 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 1, 2021



## RESOLUTION

July 1, 2021

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.

---

Patricia Bridges, President



## PORT WASHINGTON PUBLIC LIBRARY

### 2021/2022 HOLIDAY SCHEDULE

<u>HOLIDAY</u>	<u>DAY</u>	<u>DATE</u>	<u>SCHEDULE</u>
INDEPENDENCE DAY	SUNDAY MONDAY	JULY 4, 2021 JULY 5, 2021	CLOSED CLOSED
LABOR DAY WEEKEND	SATURDAY SUNDAY MONDAY	SEPTEMBER 4, 2021 SEPTEMBER 5, 2021 SEPTEMBER 6, 2021	CLOSED CLOSED CLOSED
COLUMBUS DAY	MONDAY	OCTOBER 11, 2021	OPEN 1-5
THANKSGIVING EVE THANKSGIVING DAY	WEDNESDAY THURSDAY	NOVEMBER 24, 2021 NOVEMBER 25, 2021	OPEN 11-5 CLOSED
CHRISTMAS EVE CHRISTMAS DAY	FRIDAY SATURDAY	DECEMBER 24, 2021 DECEMBER 25, 2021	CLOSED CLOSED
NEW YEAR'S EVE NEW YEAR'S DAY	FRIDAY SATURDAY	DECEMBER 31, 2021 JANUARY 1, 2022	CLOSED CLOSED
MARTIN LUTHER KING, JR.	MONDAY	JANUARY 17, 2022	OPEN 1-5
PRESIDENT'S DAY	MONDAY	FEBRUARY 21, 2022	OPEN 1-5
MEMORIAL DAY	SATURDAY SUNDAY MONDAY	MAY 28, 2022 MAY 29, 2022 MAY 30, 2022	CLOSED CLOSED CLOSED

Election Day – Nov 8th (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 17, 2022 closed. (Summer Sundays begin June 26, 2022).





## REVIEW OF INTERNAL CONTROLS

### Invoices:

1. Invoices routed to the departments that 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 Administrative Assistant 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 2021– JUNE 2022**

DATE	MEETING
July 7	Organizational
August 18	No Meeting
September 1	Regular Meeting
October 20	Regular Meeting
November 17	Regular Meeting
December 15	Regular Meeting
January 19	Regular Meeting
February 16	Budget Hearing/Board Meeting
March 16	Budget Hearing/Board Meeting
March 30	Budget Information Session/Meet the Candidate(s)
<b>April 12</b>	<b>Budget Vote/Trustee Election</b>
April 20	Regular Meeting
May 18	Regular Meeting
June 15	Regular Meeting

**Notes:** Public Session of Meetings begins at 7:30 pm in a location to be determined.

**FYI** Rosh Hashanah — September 7, 2021  
 Yom Kippur — September 16, 2021  
 President’s Day — February 21, 2022  
 Passover — April 16, 2022  
 Easter Sunday — April 17, 2022



## WARRANT SIGNING SCHEDULE

2021- 2022

<b>July 2021</b> ..... .....	<b>Sima Vasa</b> <b>Patricia Bridges</b>
<b>August 2021</b> ..... .....	<b>Adrienne Saur</b> <b>Patricia Bridges</b>
<b>September 2021</b> ..... .....	<b>Nancy Comer</b> <b>Patricia Bridges</b>
<b>October 2021</b> ..... .....	<b>Bill Keller</b> <b>Patricia Bridges</b>
<b>November 2021</b> ..... .....	<b>Michael Krevor</b> <b>Patricia Bridges</b>
<b>December 2021</b> ..... .....	<b>Matthew Straus</b> <b>Patricia Bridges</b>
<b>January 2022</b> ..... .....	<b>Sima Vasa</b> <b>Patricia Bridges</b>
<b>February 2022</b> ..... .....	<b>Adrienne Saur</b> <b>Patricia Bridges</b>

(over)

**March 2022**.....  
.....

**Nancy Comer**  
**Patricia Bridges**

**April 2022**.....  
.....

**Bill Keller**  
**Patricia Bridges**

**May 2022**.....  
.....

**Michael Krevor**  
**Patricia Bridges**

**June 2022** .....  
.....

**Matthew Straus**  
**Patricia Bridges**



## COMMITTEE APPOINTMENTS FOR 2021/2022

Policy	Patricia Bridges, Michael Krevor, Matthew Straus
Budget	Patricia Bridges, Michael Krevor, Bill Keller
Marketing/P.R.	Patricia Bridges, Nancy Comer Sima Vasa
Facilities Planning	Patricia Bridges, Nancy Comer, Matthew Straus
Technology	Patricia Bridges, Sima Vasa, Adrienne Saur
Community Outreach	Patricia Bridges, Bill Keller, Adrienne Saur

## **Facility and Technology Goals and Objectives for 2021-2022**

July 2021

- Adapt public and staff areas to a post-pandemic world.
- Complete Façade remediation and Adult Learning Center roof replacement.
- Work closely with the Library's interior designers on building upgrades.
- Enhance and improve the MakerSpace Lab.
- Make advancements in meeting room spaces to allow for virtual and hybrid events.
- Explore options for replacing the Library's generator and create an emergency refuge center.
- Work with HVAC monitoring consultants on multi-year plan to reduce the Library's overall energy use.
- Create a long-term technology plan.
- Review the Library's IT plan and update accordingly.
- Continue to train personnel on cybersecurity and create a response plan in the event of an attack.



THE FOLLOWING IS  
INFORMATION ONLY  
NON-AGENDA ITEMS

# Outdoor Programs And Activities For Children Return To The Port Library

As the warmer weather approaches and the number of COVID cases decrease, the Port Washington Public Library (PWPL) Children's Department welcomes back younger patrons for live, in person programs and activities. With several successful outdoor events already under their belt such as a stop motion animation class and Lucy Salerno Story Time, the PWPL Librarians have lined up many more lively book discussions, Story Times, and other fun, family-friendly outdoor happenings for this coming season.

"With social distancing and mask wearing in effect, we are happy to be providing our visitors with some much needed educational and entertaining enjoyment out in the fresh air," Children's Librarian and Director of Children's Services Rachel Fox said.

While Virtual Story Time will continue every Tuesday via Zoom in June, Port Washington residents can expect to see some familiar faces around town as Friday Story Times will move to Blumenfeld Family Park, located directly across the street from the Library. Starting June 18, mark your calendars for Park Story Time from 10 to 10:30 a.m. every Friday during the



summer. Note that Park Story Time will be held virtually if the weather does not permit. Separate registration for each date is required. Register online at [PWPL.org/children](http://PWPL.org/children).

In addition to outdoor Park Story Times, the Library is pleased to continue Story Time in the Garden which will occur monthly. This month's event will take place on Saturday, June 26 at 9:30 a.m., 10:30 a.m. and 11:30 a.m. in the Library Children's Garden. Limited-capacity, registration required. Spanish Story Time will begin on Wednesday, June

30 and continue every Wednesday in the summer at 11:15 a.m. in the Children's Garden through Aug. 4. For those wishing to attend Spanish Story Time, it is recommended for children ages 2 to 5 years old with an adult to enjoy stories, songs and fingerplays in Spanish. Separate registration for each date is required. Register online at [PWPL.org/children](http://PWPL.org/children)

"We recognize that children have been cooped up inside all winter, so we want to provide an outlet for safe and creative outdoor exploration," Children's Librarian and Program

Coordinator Amy Christake, said.

For children entering first, second and third grade in the fall, PWPL Librarians recommend attending the outdoor First, Second and Third Grade Book Discussion on Mondays, June 28, and July 12, 26 from 4:30 to 5 p.m. in the Children's Garden. Books will be available at the time of registration in the Children's Room. Registration is required and begins June 14.

The Library's Fourth, Fifth and Sixth Grade Book Discussion will be conducted outdoors in the Children's Garden on Wednesday, June 23 from 4 to 4:45 p.m. This month's selection is "The List of Things That Will Not Change" by Rebecca Stead. The book is available for pickup in the Children's Room or downloadable via the Libby app (found at [PWPL.org/children](http://PWPL.org/children) under 'Children's Resources'). The book discussion will be held virtually if the weather does not permit. Register online at [PWPL.org/children](http://PWPL.org/children).

For up-to-date announcements, changes or additions to Children's Programming, follow the Port Washington Public Library on social media or sign up for the e-newsletter [PWPL.org/signup](http://PWPL.org/signup).

—Submitted by the PWPL





Kids & Family

# Port Washington Library Welcomes Back Kids For Outdoor Events

Port Washington Public Library Children's Department is welcoming back younger patrons for in-person programs and activities this summer.



**Alessia Grunberger**, Patch Staff

Posted Tue, Jun 15, 2021 at 3:01 pm ET



Reply



The Port Washington Public Library is welcoming back younger patrons for in-person, family-friendly programs and activities this summer. (Port Washington Public Library)

PORT WASHINGTON, NY — With summer around the corner and the number of COVID-19 cases on the decline, the Port Washington Public Library Children's Department is welcoming back younger patrons for in-person programs and activities.

The department has lined up a number of outdoor events, including lively book discussions and storytimes.

"With social distancing and mask-wearing in effect, we are happy to be providing our visitors with some much-needed educational and entertaining enjoyment out in the fresh air," department director Rachel Fox said.

Program coordinator and librarian Amy Christake said: "We recognize that children have been cooped up inside all winter, so we want to provide an outlet for safe and creative outdoor exploration."

Some in-person, family-friendly events on deck include:

## Story Time in the Garden

- **When:** June 26, 9:30 - 10 a.m.
- **Description:** Register to join the librarians in the Children's Garden to enjoy books, rhymes, songs, and a craft. For children in preschool and up with an adult.

## First, Second, & Third Grade Book Discussion

- **When:** June 28, 4:30 - 5 p.m.
- **Description:** Books will be available at the time of registration in the Children's Room. Kids should pick up their first book and complete reading by June 28. For children entering grades 1, 2, and 3 in the fall.

## Spanish Story Time

- **When:** June 30, 11:15 - 11:45 a.m.
- **Description:** Join Ms. Jessica and Ms. Martha in the Children's Garden for stories, songs, and fingerplays in Spanish. For children ages 2 to 5 years old with an adult.

## Craft in the Garden

- **When:** July 7, 2:30 - 3:15 p.m.
- **Description:** Join the librarians for a craft in the garden. For children entering grades 3 to 6 in the fall.

[Click here](#) to register online



Linda Louis, Avrel Menick, Messite, John Michaels, Deborah Miller, Susan Barse Miller, Stephanie Navon-Jacobson, Loretta Oberheim, Rebecca Poarch, Sophia Popovic, John Pulinat, Alan Richards, Alice Riordan, James Riordan, Lynn Logan Roselli, Irene Sankari, Jane Scal, Ellen Hallie Schiff, Ilene Silberstein, Steve Silberstein, Barbara Silbert, Susan Kozodoy

Port Washington, NY 11030. Our gallery will be open for viewing Friday, June 25 1 to 3 p.m. and Saturday June 26 from 1 to 5 p.m. After June 26, we kindly ask that an appointment be made to view the exhibition. An appointment can be made by emailing us at [info@theartguild.org](mailto:info@theartguild.org), or calling us at 516-304-5797.

The Harbor Gallery in Port Washington Harbor, followed by shows at The Steven Adams Gallery, Ingber Gallery, The Garrison Art Center and The Great American Salvage Company. He has had yearly one-man shows at Gallery North, in Setauket, Long Island, since 1983.

Port Washington, Inc. is conveniently located at Elderfields Preserve, 200 Port Washington Blvd., Manhasset, NY. The Art Guild is a nonprofit organization providing encouragement, education and a forum for the appreciation of visual arts.

—Submitted by the Art Guild

## CALENDAR WHAT'S GOING ON AROUND PORT

### MONDAY, JUNE 28 Adding Online Shopping to Your Business Model

More and more, people are shopping online. From groceries to clothes to gift items, Americans are choosing to 'click and ship' everything they need. Due to COVID-19, the number of people shopping online has increased dramatically. Don't be left behind. Maximize sales by adding an entirely new revenue stream to your business. In this webinar, you will learn how to get your goods and services online—either on your website or using a third-party website. Begins at 7 p.m. Meeting ID: 854 1863 2209 | Passcode: 688375 | Dial In: 1 646 558 8656

**LGBT Seniors: Then and Now**  
As part of the Library's Pride Month programming we have partnered with the LGBT Network. Mark Mihopoulos and Adrian Stivala of the LI SAGE program at the LGBT Network

designed and created this important visibility video project to highlight the stories of diverse LGBT elders. In these interviews, older LGBT adults answer questions about their lives and their identities and experiences. To inspire and guide, each interviewee advises LGBT youth and younger generations with their experience and wisdom. This will be an interactive program and participants will be encouraged to ask questions and participate in the discussion. Meeting ID: 822 6585 3479 | Passcode: 962193 | Dial in: 1-646-558-8656

### TUESDAY, JUNE 29 Fiction Book Discussion: *The Beekeeper of Aleppo*

Nuri is a beekeeper and Afra, his wife, is an artist. They live a simple life, rich in family and friends, in the hills of the beautiful Syrian city of Aleppo until he unthinkable happens. When all they love is destroyed by war, Nuri

knows they have no choice except to leave their home. He is sustained only by the knowledge that waiting for them is his cousin Mustafa, who has started an apiary in Yorkshire and is teaching fellow refugees beekeeping. Copies of the book are available on Libby and may also be reserved for pickup at the Library. Meeting ID: 817 5359 4796 Passcode: 709973 Dial in: 1-646-558-8656

### WEDNESDAY, JUNE 30 Legendary Ladies of the Silver Screen with Philip Harwood: Program 4 at 7 p.m.

Grace Kelly in *Dial M for Murder* (1954-105 min.). An ex-tennis player wants to have his wife murdered so he can get his hands on her inheritance. When he discovers her affair, he comes up with a plan to kill her. View the film on Kanopy, and then join. Meeting ID: 885 1417 8167 Passcode: 989789 or Dial In: 646-558-8656





Town of North Hempstead **Project Independence**

Call 311 or (516) 869-6311

Project Independence is North Hempstead's Aging In Place Program for residents aged 60 and over.

[ Home ] [ About ] [ Calendar ] [ Items of Interest ]





*Project Independence and You Radio Show*

88.1FM **WCWP.org**  
LONG ISLAND UNIVERSITY

Fridays, 10 am to Noon on WCWP – 88.1 FM

**PIIPL** port washington public library




88.1FM **WCWP.org**

**Andrea Niederman**

Community Relations Director, Port Washington Public Library

Project Independence

▶ 16:16 / 55:29



88.1FM **WCWP.org**

**John Ryan**

Project Independence and YOU!

▶ 16:41 / 55:29



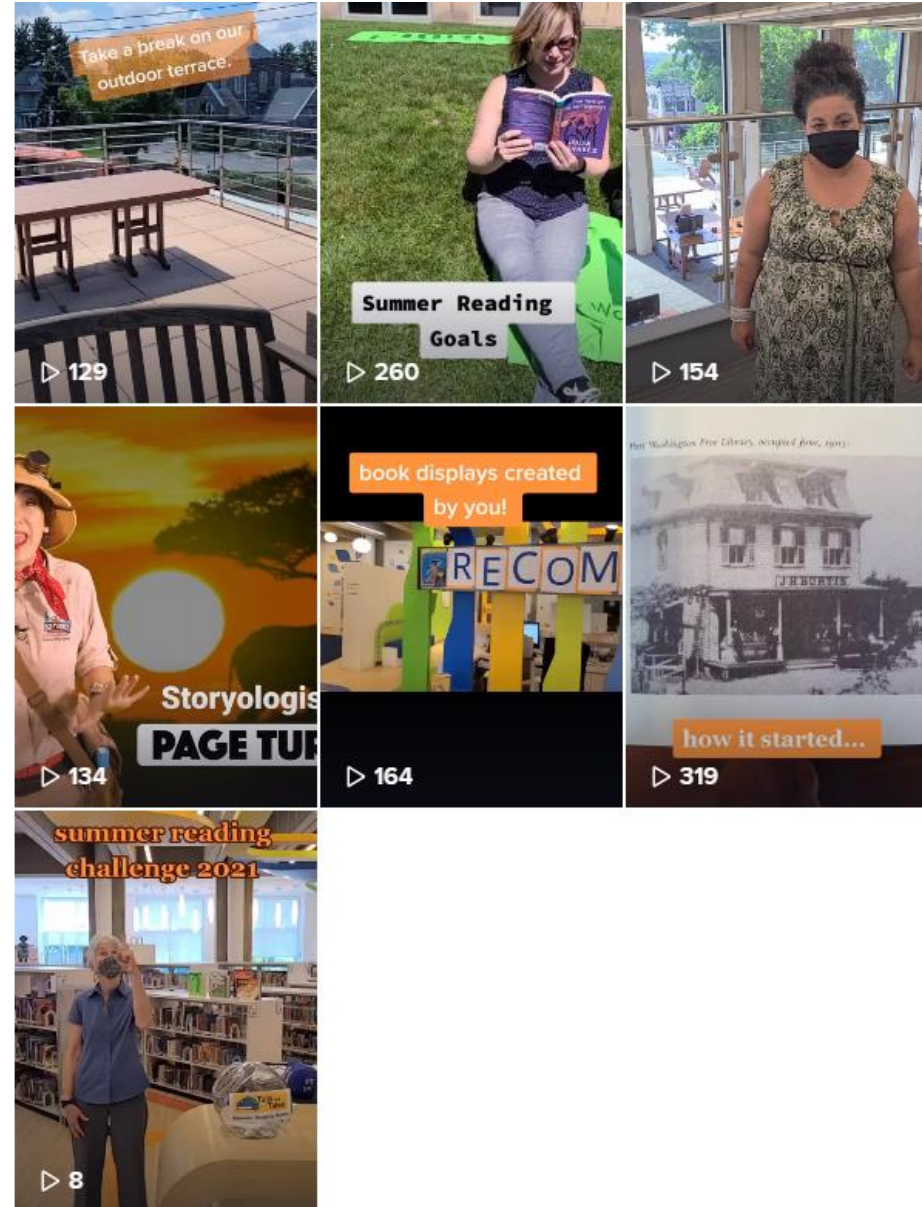
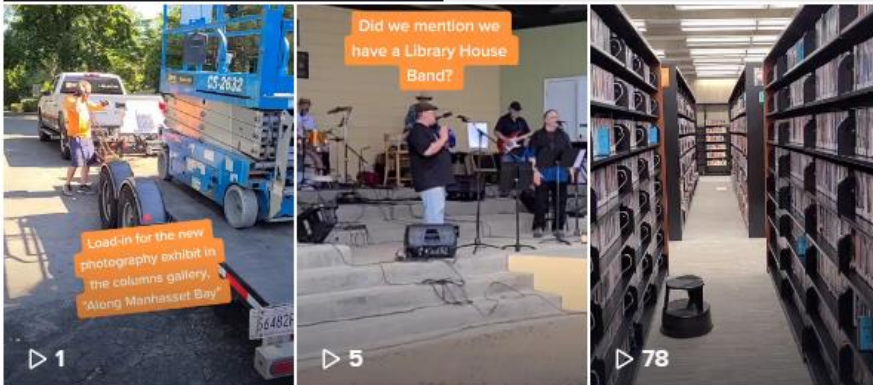
**pwplhappenings**  
PWPLhappenings

86 Following 14 Followers 55 Likes

The happenings at Port Washington Public Library (Long Island, New York)

Videos

Liked







**pwplhappenings**  
Port Washington Public Library

Today! Learn more about our latest historical walking tour app, Along Manhasset Bay, by visiting our team in front of the Library. Stop by anytime today between 10am-2pm and get assistance downloading the app from the app store or Google play store. Free headphones available on a first come first served basis!

1w

**port\_washington\_bid** ❤️  
1w · Reply

**pwmama** Love this!  
1w · Reply

Liked by everythingbagelwithcreamcheese and 29 others

JUNE 22

Add a comment... Post



**assemblywoman\_gina\_sillitti**

What a fun afternoon yesterday kicking off the Tails and Tales Summer Reading Challenge at the @pwplhappenings! Stop in, grab your bookmarks and calendar, and get to reading 📖! Sign up for the challenge and join in for the fun! Send us your completed calendar, and you will get a fun certificate at the end of the summer 😊! All children can join in the fun! Visit your local library, our website, or call our office at 516-482-6966 and we will send everything to you! 📚

1d

6 likes  
1 DAY AGO

Add a comment... Post

### PORT WASHINGTON PUBLIC LIBRARY

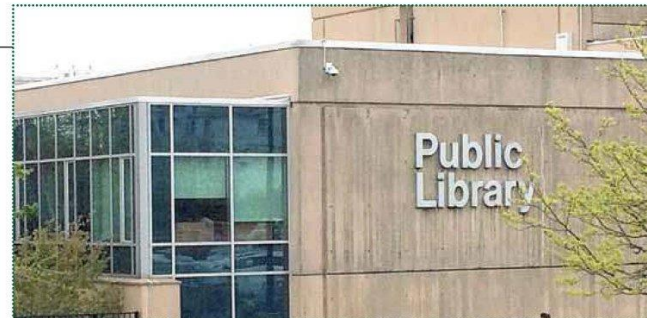
One Library Drive  
Port Washington, NY 11050  
Phone: (516) 883-4400  
Fax: (516) 883-7927  
www.pwpl.org

#### Library Administration

Keith Klang,  
Library Director  
James Hutter,  
Assistant Director

#### Board of Trustees

Patricia Bridges,  
President  
Nancy Comer  
William Keller  
Michael Krevor  
Adrienne Saur  
Matthew Straus  
Sima Vasa



## About the Port Washington Public Library

In 1892, the Women's Club of Port Washington organized the community's first library service with books donated by members. Donors paid \$2.00 a year and met two afternoons a week in the home of Miss Wilhelmina Mitchell on Main Street near the waterfront. Later the Library moved to rooms in another private home where a "Young Men's Reading Room" was opened in the evenings. Fundraising events included peach festivals, card parties and musical evenings. The Library was chartered as a Free Library by New York State in 1895 with a collection of 370 volumes and was open nine hours a week.

In 1916, the President of the Board of Trustees made a plea for a "new modern Library building", and a building fund was started. In 1924, voters approved spending \$35,000 on a new building and construction began in November 1925 on a side street off of Main, and the building opened a year later. The Library was granted a charter on January 1, 1925 under the corporate name of Port Washington Public Library.

In 1965, plans were drafted for a new building on a larger, centrally located site on Main Street itself. The building opened on June 8, 1970 and all services experienced a sharp increase in use (334,760 books circulated the first year).

Since that day, services continued to expand and evolve. In response to the Covid19 Pandemic, the Library has worked to end the digital divide within the community by offering loanable laptops,

mobile Wi-Fi hotspots, and other devices. Patrons have access to a variety of online services; online tutoring, virtual language training, digital storybooks for kids, eBooks, audiobooks, comics, music and movies, virtual programming, lectures, performances, Story Times and much more.

The Port Washington Public Library has always preserved and organized historic records of local organizations, individuals and institutions. Today the Local History Center houses the PWPL institutional records and over 70 Special Collections. The Center's goal is to collect, preserve and manage historic and folkloric materials that are special or unique, with a strong emphasis on items of local interest.

Port Washington Public Library's current Archivist and Special Collections Librarian Vanessa Nastro takes readers into the detailed and comprehensive history of Port Washington and the Manhasset Bay in her debut book, *Along Manhasset Bay* published by Arcadia Press and the History Press.

For readers looking to immerse themselves in the rich history contained within the pages of "Along Manhasset Bay," be sure to download the accompanying free walking tour app titled, "Along Manhasset Bay" on the App Store or Google Play. Follow the narrator's real-time guidance using GPS technology to listen to oral history excerpts as you walk along the designated route on Main Street, Port Washington and beachfront of Manhasset Bay.

#### EXCERPT FROM THE BOOK:

The bays of Long Island's North Shore have long been an incubator for innovation and prosperity. In the nineteenth century, they were the homes of hard-working baymen who wrested a living from oyster beds and clamming grounds. During the early 1900s, areas such as Port Washington, Manhasset, and Great Neck flourished into commuter suburban towns.

Following in the footsteps of the industrial elites, a multitude of recreational boaters and fishermen transformed the North Shore in the 1940s. They brought marinas and restaurants to its waters, and the buzz of nautical pleasures—all the trappings of a modern recreational industry. The attraction of protected harbors, deep waters and proximity to New York City soon attracted newcomers at the end of the 19th century. The Bay, Long Island Sound and Hempstead Harbor became the playgrounds of rich and famous yachtsmen whose elaborate vessels turned Manhasset Bay into a showcase of maritime finery. Families such as the Goulds, Astors, Morgans, Whitneys, Belmonts, and Guggenheims owned luxurious yachts that created a new industry of captains, boat-builders, suppliers and crews.

Purchase the book, *Along Manhasset Bay* online at <https://localhistory.pwpl.org/bookstore/>

Sign up for e-mail alerts at [www.PWPL.org/signup](http://www.PWPL.org/signup)

Download the "Along Manhasset Bay" Walking Tour App on the App Store or Google Play



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