

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 6, 2022
AGENDA**

- I Oath of Office
 - a) Patricia Bridges – Trustee
 - b) Michael P. Tomicich – Treasurer
 - c) Lynn Moessner – District Clerk

- II Approval of June 15, 2022 Board of Trustees Minutes

- III Approval of June 2022 Warrants

- IV Approval of May/June 2022 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 2022/2023
 - 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) Façade and Roof Update
 - b) Grant Funding for Façade & ALC Roof project
 - c) Approval of 2022/2023 Holiday Schedule
 - d) Personal Registration Day for 2023 Election – March 27, 2023
 - e) Gala Tentative Date – October 9, 2022
 - f) PILOT Funding

- VII President's Report
 - a) Review of Internal Controls
 - b) Approval of Board Meeting Schedule for 2022/2023

(over)

- c) Acceptance of Warrant Signing Schedule for 2022/2023
- d) Board of Trustees' Committee Appointments
- e) Board Objectives

VIII Assistant Director
a) Summer 2022

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
 1. New Member – Audra Signer
f) Books for Dessert Advisory Board
g) ESOL Tutors

X Foundation
a) 2022/2023 Members
b) New Members – Denise Seldman Benun & Michelle Lewis Salzman

XI Friends of the Library
a) 2022/2023 Board Members

XII Public Comments

XIII Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
JUNE 15, 2022

Participants: Patricia Bridges, Presiding	Nancy Comer
Bill Keller	Michael Krevor
Matthew Straus (virtual)	Adrienne Saur
Sima Vasa	Keith Klang

Ms. Bridges began the public portion of the meeting at 7:45 pm welcoming all. The Board met at 7:00 pm and resolved to go into Executive Session to discuss contracts.

OPENING

Ms. Bridges requested a motion to approve the May 18, 2022 Board of Trustees minutes of meeting. Mr. Keller moved to approve. All agreed.

APPROVAL OF MINUTES

Ms. Bridges requested a motion to approve the May 2022 warrant 22-05-11A and 22-05-11B with 2 payrolls. Ms. Vasa moved to approve. All agreed.

APPROVAL OF WARRANTS

Ms. Bridges stated there were no staff changes.

STAFF CHANGES

Ms. Bridges asked if there were any questions on the May Financial Report. Questions on children's books and digital media were answered. There was a discussion of increasing the budget line for next year to cover demand. Mr. Keller motioned to accept. All agreed.

FINANCIAL REPORT

Ms. Bridges introduced Ms. Pam O'Connell who informed the Board that she is the new President of the Friends of the Library. Ms. O'Connell told the Board that Ms. Bass will stay on as President Emerita. The FOL plans to honor Ms. Bass in grand fashion as the first honoree at the 54th Annual Book and Author event. The FOL Board will work to create positive changes while honoring traditions. Ms. O'Connell stated it is a privilege to work with Mr. Klang and the Library staff. Ms. O'Connell asked the Board to feel free to reach out to her with any comments, questions, or feedback. Ms. Bridges, Mr. Keller, and Mr. Klang thanked her for stepping up and the entire Board concurred.

FRIENDS OF THE LIBRARY NEWS

Mr. Klang reviewed the 2021-2022 Facility and Technology Goals and Objectives noting completed, on-going, in-progress, and tabled items.

GOALS 2021-2022 REVIEW

Mr. Klang presented a draft of Facility and Technology Goals and Objectives for 2022-2023. He asked the Board to review them and send him comments. Ms. Comer requested that finishing the Reading Room become a priority for the coming year. Mr. Keller suggested more cyber security

DRAFT GOALS 2022-2023

programs be offered. Ms. Vasa asked about the Techmobile which Mr. Klang believes Nassau Library System will launch later this summer.

Mr. Klang suggested the architects/engineers be brought back to re-evaluate a new Facility Plan since the current 5-year plan is coming to an end in 2023.

**NEW 5-YEAR
PLAN**

Mr. Klang gave the Board an update on the Façade and Adult Learning Center Roof project. The abatement has been completed. Submittals are being sent from the contractor to the Architect for approval. The ALC roof and drainage system will be Phase I and the façade remediation will be Phase II. A start date has not yet been finalized.

**FAÇADE AND
ALC ROOF
UPDATE**

Mr. Klang was informed, by the Nassau Library System, that the Library will receive a \$276,875 allocation from the NYS Construction Aid Grant fund for the Façade and ALC Roof project.

**GRANT
ALLOCATION**

Mr. Klang stated that the Library Consultant proposals were in the packet for the Board to review and approve at the Organizational meeting next month. A three-year comparison was printed out for a quick reference.

**LIBRARY
CONSULTANT
PROPOSALS**

Mr. Klang reiterated that the Library will be an early voting site for the primaries and general election providing a list of dates and times to the Board.

EARLY VOTING

Mr. Klang requested approval of updates to the Small Study Rooms policy which allows patrons to reserve the Study Rooms on-line, in-person or by phone; extend the reservation if the room is available; and allows patrons 16 years of age or older to reserve a Study Room. Ms. Bridges moved to approve. All agreed.

**SMALL STUDY
ROOM POLICY**

Ms. Bridges invited Mr. Straus, the Chair of the nominating committee, to present the slate of officers for President, Vice President, and Secretary for the coming year. Mr. Straus spoke with each member and the consensus was that Ms. Bridges would stay on as President, which was uncontested; Ms. Vasa would step aside as Vice President and Mr. Keller is interested in that position, both are uncontested, and Ms. Comer will stay on as Recording Secretary also supported by all Board members. Ms. Bridges thanked Mr. Straus for preparing this report.

**2022-2023
OFFICER'S
SLATE**

Ms. Bridges reminded the Board that the Organizational Meeting will be July 6, 2022 which is not the normal meeting week.

**ORGANIZATION-
AL MEETING**

Ms. Bridges asked if there were any comments on the 2022 Vendor List submission. There were questions about a few vendors on the list and Mr. Klang will clarify the queries.

VENDOR LIST

Ms. Bridges noted the 2022 American Library Association's Annual Conference and Exhibition in Washington, D.C. June 23-28 and asked if any staff planned to attend. Mr. Klang will be attending virtually.

**ALA
CONFERENCE**

Mr. Hutter gave an update on in-person services noting that building visits have increased. Children's programming is doing very well. Teen visits have skyrocketed during the testing week. Summer reading is kicking off in June 25th. Mr. Zeh has scheduled programs for Pride Month and Juneteenth. The May Blood Drive was very successful. The Library was represented at Harborfest at the town dock and many visited the Library booth. The terrace band will play during Port Outdoors

**IN-PERSON
SERVICES
UPDATE**

The Nassau Inter-County Express (NICE) bus service visited on June 8th and provided schedules and maps to the community. The Nassau Library System has a great marketing initiative with the NICE bus system. NICE will be modifying signage at bus stops near Libraries adding metallic signs with a high resolution of our logo and QR code that will take customers directly to our home page. Advertisement will be inside the buses as well. This will be great public relations for all libraries.

**NICE BUS
INITIATIVE**

Mr. Hutter discussed the marketing plan stating that the July/August newsletter will be combined with the summer reading theme of Oceans of Possibilities. All programming is thematically tied in and we will be getting the word out about our initiatives using Facebook, Instagram and other social media platforms to inform the public about services we provide and library events. Building signage will be updated, and there will be newspaper ads for the Manhasset Bay Walking Tour app. PWPL on the Go will continue to have staff members at different locations throughout the summer. Ms. Bridges suggested the Farmer's Market as a way to reach the in-between age group underrepresented at the Library.

**MARKETING
PLAN**

Ms. Bridges noted the Art Advisory Council minutes of May 11, 2022. The Children's Advisory Council minutes of June 2, 2022, and the Nautical Council Minutes of January 11, February 8, March 23, and April 2022.

AAC MINUTES

Ms. Bridges noted the Foundation minutes of May 9, 2022 and the financial report ending May 31, 2022.

**FOUNDATION
MINUTES &
FINANCIAL**

Ms. Bridges noted the Patron Comments for May 30, 2022 asking what the answer was to the umbrellas on the terrace. Mr. Hutter is looking into new solutions that will not obstruct the view to those in the Reading Room.

**PATRON
COMMENTS**

Ms. Bridges requested a motion to approve the generous donation of Mr. Terry Blumenfeld in support of the Books for Dessert program. Mr. Keller moved to approve. All agreed.

DONATION

Ms. Bridges noted the Local History Center report.

STAFF REPORT

Ms. Toni-Ann Kaminiski was the Staff Association representative at this meeting and had no comments.

STAFF ASSOC.

There were no public comments.

PUBLIC COMNTS.

Ms. Bridges requested a motion to adjourn. Ms. Vasa moved to adjourn. All agreed.

ADJOURNMENT

**PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
JUNE 2022 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
22-06-12A	\$ 190,779.37
22-06-12B	\$ 81,640.15
Warrant Total	<u>\$ 272,419.52</u>

<u>Payroll Date</u>	<u>Gross</u>	<u>Net</u>	<u>Processing</u>	<u>Tax Liability</u>
6/9/2022	\$ 140,852.49	\$ 101,464.21		\$ 43,419.06
6/23/2022	\$ 135,897.07	\$ 88,406.59	\$ 2,123.35	\$ 37,814.24
PAYROLL TOTAL	<u>\$ 276,749.56</u>	<u>\$ 189,870.80</u>	<u>\$ 2,123.35</u>	<u>\$ 81,233.30</u>

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, 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 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. **(September 2014).**

2.6 INTERNAL CONTROLS

It is the policy of the Library for all monies collected by any officer or employee of the Library to transfer those funds to the Director or designee within five (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 2017)**

The following institution is authorized for the deposit of monies:

Depository Name	Webster Bank (July 2022)
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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/their 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 \$15,000 on its credit card. **(Board of Trustees meeting of October 20, 2021).**

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).**

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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 CAPITALIZATION 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.

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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 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/their 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

2022- 2023 PROPOSALS

THREE YEAR COMPARISON

CATEGORY	CONTACT	2022-2023	2021-2022	2020-2021
Bond Schoeneck & King Attorney (General Counsel)	Howard Miller	\$13,000	\$12,000	\$12,000
Cullen & Danowski Accountant	Don Hoffmann	\$61,200	\$60,000	\$57,600
Gryphon Technologies Information Technology	John Whittemore	\$62,790	\$60,086	\$58,916
Rynkar, Vail & Barrett Auditor (CPA)	Bill Barrett	\$19,200	\$19,000	\$19,000



BANK DESIGNATION

Webster Bank is the Library's depository for 2022-2023.

July 1, 2022



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, 2022



RESOLUTION

July 1, 2022

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

**FACADE ALC ROOF PROJECT
GRANT ALLOCATION**

Type of Grant	ID Number	Submitted	Requested	Allocated
Construction Aid - SED 2804-0403-6032-012	0386-22-9312	8/16/2021	\$404,500	\$276,875
SAM Grant - Senator Kaplan	DASNY ID #24964	1/3/2022	\$100,000	\$100,000
			Total	\$376,875

PORT WASHINGTON PUBLIC LIBRARY
2022 – 2023 HOLIDAY SCHEDULE

HOLIDAY	DAY	DATE	SCHEDULE
INDEPENDENCE DAY	MONDAY	JULY 4, 2022	CLOSED
LABOR DAY WEEKEND	SATURDAY SUNDAY MONDAY	SEPTEMBER 3, 2022 SEPTEMBER 4, 2022 SEPTEMBER 5, 2022	CLOSED CLOSED CLOSED
COLUMBUS DAY	MONDAY	OCTOBER 10, 2022	OPEN 1-5 PM
THANKSGIVING EVE THANKSGIVING DAY	WEDNESDAY THURSDAY	NOVEMBER 23, 2022 NOVEMBER 24, 2022	OPEN 11-5 PM CLOSED
CHRISTMAS EVE CHRISTMAS DAY CHRISTMAS DAY (OBSERVED)	SATURDAY SUNDAY MONDAY	DECEMBER 24, 2022 DECEMBER 25, 2022 DECEMBER 26, 2022	CLOSED CLOSED CLOSED
NEW YEAR'S EVE NEW YEAR'S DAY NEW YEAR'S DAY (OBSERVED)	SATURDAY SUNDAY MONDAY	DECEMBER 31, 2022 JANUARY 1, 2023 JANUARY 2, 2023	CLOSED CLOSED CLOSED
MARTIN LUTHER KING, JR. DAY	MONDAY	JANUARY 16, 2023	OPEN 1-5 PM
PRESIDENT'S DAY	MONDAY	FEBRUARY 20, 2023	OPEN 1-5 PM
MEMORIAL DAY	SATURDAY SUNDAY MONDAY	MAY 27, 2023 MAY 28, 2023 MAY 29, 2023	CLOSED CLOSED CLOSED
JUNETEENTH	MONDAY	JUNE 19, 2023	CLOSED

For Christmas Eve and New Year's Eve a total of 2 compensatory days should be taken within a pay period before or after the holidays. 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 9, 2023 closed. (Summer Sundays begin July 2, 2023).

PILOTS	
LIBRARY SHARE	
<i>Fiscal Year</i>	<i>Total PILOT</i>
2018-19	\$ 96,796.39
2019-20	\$ 100,050.25
2020-21	\$ 107,973.11
2021-22	\$ 123,666.82



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 alternating Board members
5. Warrant approved by the full Board

Checks:

1. Prepared by the Finance Office
2. Signed by the Treasurer - except for the Treasurer's check which is approved by a Board member.
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

Payroll:

1. Supervisor's review and approve timecards
2. Finalized payroll is then reviewed by the Director
3. Payroll is submitted by the Finance Office
4. Director reviews final certified payroll once it becomes available

Cash receipts:

1. Cash is collected and counted by two separate collection management staff
2. The Finance Office counts cash and makes bank deposits
3. The Treasurer reviews all cash bank deposits



BOARD OF TRUSTEES MEETING SCHEDULE

JULY 2022– JUNE 2023

DATE	MEETING
July 6	Organizational
August 17	No Meeting
September 7	Regular Meeting
October 19	Regular Meeting
November 16	Regular Meeting
December 21	Regular Meeting
January 18	Regular Meeting
February 15	Budget Hearing/Board Meeting
March 15	Budget Hearing/Board Meeting
March 22	Budget Information Session/Meet the Candidate(s)
April 4	Budget Vote/Trustee Election
April 19	Regular Meeting
May 17	Regular Meeting
June 21	Regular Meeting

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

<u>FYI</u>	Rosh Hashanah	—	September 26, 2022
	Yom Kippur	—	October 5., 2022
	President’s Day	—	February 20, 2023
	Passover	—	April 6, 2023
	Easter Sunday	—	April 9, 2023



WARRANT SIGNING SCHEDULE

2022- 2023

July 2022	Sima Vasa Patricia Bridges
August 2022	Nancy Comer Patricia Bridges
September 2022	Adrienne Saur Patricia Bridges
October 2022	Bill Keller Patricia Bridges
November 2022	Michael Krevor Patricia Bridges
December 2022	Matthew Straus Patricia Bridges
January 2023	Sima Vasa Patricia Bridges
February 2023	Adrienne Saur Patricia Bridges

(over)

March 2023.....
.....

Nancy Comer
Patricia Bridges

April 2023.....
.....

Bill Keller
Patricia Bridges

May 2023.....
.....

Michael Krevor
Patricia Bridges

June 2023

Matthew Straus
Patricia Bridges



COMMITTEE APPOINTMENTS FOR 2022/2023

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