PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES ORGANIZATIONAL MEETING
JULY 08, 2026

Attending:	Bill Keller, Presiding	Adrienne Saur, Trustee
	Nancy Comer, Trustee	Michael Krevor, Trustee
	Julie Lim, Trustee	Sima Vasa, Trustee
	Keith Klang, Director	James Hutter, Assistant Director
	In Attendance: Ronald Lazo (Staff Association), Allison Stanley	

OPENING

Mr. Keller welcomed all to the Organizational Meeting at 7:30 p.m.

OATHS OF OFFICE

Mr. Keller was sworn in as Trustee, for a term of five years, Ms. Nancy Comer, as Trustee, for a term of five years and to Ms. Allison Stanley as District Clerk for a one-year term. Mr. Paul Thomaidis will be sworn in as Treasurer within the next few days for a one-year term.

APPROVAL OF MINUTES

Mr. Keller requested approval of the June 17, 2026, Board of Trustees minutes. Ms. Comer moved to approve. Ms. Saur seconded. All agreed.

APPROVAL OF WARRANTS

Mr. Keller requested approval of warrants 26-6-12A and 26-6-12B. Ms. Vasa moved to approve. Mr. Krevor seconded. All agreed. Mr. Keller requested approval of two payrolls dated June 4 & June 18, 2026. Ms. Lim moved to approve. Ms. Comer seconded. All agreed. Mr. Keller requested approval of general budget transfers for year ending June 30, 2026, in the amount of $340,920. Ms. Saur moved to approve. Ms. Vasa seconded. All agreed.

BUDGET TRANSFERS CAPITAL PROJECT

Mr. Keller requested approval of a resolution to transfer $15,000 from the General Fund to a Capital budget line. The purpose is to cover the expenditures related to the security camera project. Mr. Krevor moved to approve. Ms. Lim seconded. All agreed.

STAFF CHANGES

Mr. Keller requested approval of Staff Changes with one appointment, no departures, and no adjustments in June 2026. Ms. Vasa moved to approve. Ms. Saur seconded. All agreed.

GENERAL MUNICIPAL LAW

Mr. Keller requested a motion to approve the General Municipal Law – Section 104b relating to the professional services of attorney, accountant, auditor, and technology specialist. Mr. Krevor moved to approve. Ms, Lim seconded. All agreed.

INVESTMENT/ PURCHASING POLICY

Mr. Keller requested a motion to accept the Investment and Purchasing Policies with no changes from last year. Ms. Saur moved to approved.. Mr. Krevor seconded. All agreed.

GENERAL COUNSEL

Mr. Keller requested a motion to approve Bond, Schoeneck & King's General Counsel June 30, 2026, proposal for the fee of $21,000. Ms. Saur moved to approve. Ms. Vasa seconded. All agreed.

Mr. Keller requested a motion to approve Cullen and Danowski, CPA engagement letter of June 30, 2026, for $64,920. Ms. Comer moved to approve. Mr. Krevor seconded. All agreed.	***ACCOUNTING SERVICES***
Mr. Keller requested approval of Gryphon Technologies, Inc.'s engagement letter dated June 30, 2026, in the amount of $73,086. Ms. Saur moved to approve. Mr. Krevor seconded. All agreed.	***IT MANAGEMENT SERVICES***
Mr. Keller requested a motion to approve the Rynkar, Vail & Barrett LLP engagement letter dated June 30, 2026, for the fee of $20,650. Ms. Vasa moved to approve. Ms. Saur seconded. All agreed.	***AUDITOR'S CONTRACT***
Mr. Keller requested a motion to approve the appointment of Mr. Klang as the Investment Officer. Ms. Comer moved to approve. Ms. Vasa seconded. All agreed.	***INVESTMENT OFFICER***
Mr. Keller requested a motion to approve the appointment of Mr. Klang as the Purchasing Agent. Ms. Vasa moved to approve. Ms. Comer seconded. All agreed.	***PURCHASING AGENT***
Mr. Keller requested a motion to approve the appointment of Paul Thomaidis as the Library Treasurer for 2026-2027, Ms. Saur moved to approve. Ms. Vasa seconded. All agreed.	***TREASURER***
Mr. Keller requested a motion to approve the appointment of Allison Stanley as District Clerk for the 2026-2027 Budget and Trustee Election. Mr. Krevor moved to approve. Ms. Lim seconded. All agreed.	***DISTRICT CLERK***
Mr. Krevor moved to approve Mr. Keller as Board President. Mr. Keller abstained. All agreed. Mr. Krevor moved to approve Ms. Saur as Vice President. Ms. Saur abstained. All agreed. Mr. Krevor moved to approve Ms. Nancy Comer as Recording Secretary. Ms. Comer abstained. All agreed. The Board congratulated all officers for the coming year.	***APPOINTMENT OF BOARD OFFICERS***
Mr. Keller requested a motion to accept Webster Bank as the Library's depository for 2026-2027. Ms. Vasa moved to approve. Ms. Lim seconded. All agreed.	***BANK DESIGNATION***
Mr. Keller requested a motion to approve $150 in Petty Cash to be kept in the Finance Office. Ms. Vasa moved to approve. Ms. Lim seconded. All agreed.	***PETTY CASH APPROVAL***
Mr. Keller requested Board members sign their Library Officer and Employee Code of Ethics and the Conflict of Interest Policy for the 2026-2027 fiscal year and return the form to Ms. Stanley. All agreed.	***CODE OF ETHICS FORM***
Mr. Keller requested a motion to approve the resolution dated July 8, 2026, for prepaid public utility services. Ms. Vasa moved to approve the resolution. Ms. Saur seconded. All agreed.	***PREPAID SVCS. RESOLUTION***
Mr. Klang requested the Board's approval of the Library's 2026-2027 Holiday Schedule. Ms. Comer moved to approve the holiday schedule as presented. Ms. Saur seconded. All agreed.	***APPROVAL OF HOLIDAY SCHEDULE***
Mr. Klang reviewed PWPL Facility and Technology Goals for 2025-2026 and Draft Facility and Technology Goals for 2026-2027.	***FACILITY & TECH***
Mr. Klang presented a breakdown list of the Library share of PILOT monies for fiscal year 2025-2026. The payment of $151,364.46 was received in June.	***PILOT MONEY***

Mr. Klang requested the Board approve March 30, 2027 as next year's Personal Registration Day for the Budget Vote/Trustee Election. All agreed.	***PERSONAL REGISTRATION DAY***
Mr. Klang requested the Board save the date of October 17, 2026, for the Foundation's Gala. Mara Silverstein, Kathleen Schechter and Kelly McMasters will be the honorees. The event will be held at the Manhasset Bay Yacht Club from 5 to 7pm.	***GALA DATE***
Mr. Klang reminded Trustees of variety of upcoming Trustee Training opportunities. Two hours of Trustee Training are required to be completed by December 31, 2026.	***TRUSTEE TRAINING***
Mr. Klang requested Board approval of the IT Department excess list. Ms. Comer moved to approve. Ms. Vasa seconded. All agreed.	***EXCESS LIST***
Mr. Keller requested approval of Internal Controls. Ms. Saur moved to approve. Ms. Comer seconded. All agreed.	***INTERNAL CONTROL***
Mr. Keller signed the Resolution regarding confidential employees for the 2026-2027 fiscal year. Ms. Saur moved to approve. Ms. Vasa seconded. All agreed.	***CONFIDENTIAL EMPLOYEES RESOLUTION***
Mr. Keller requested approval of the Board Meeting Schedule for 2026-2027 noting there would be no August meeting. September 16, 2026, date was approved. The rest of the meeting schedule for 2026-2027 was tabled to be approved at the September Board Meeting.	***APPROVAL OF BOARD MEETING SCHEDULE***
Mr. Keller requested approval of the Warrant Signing Schedule for 2026-2027. Ms. Vasa moved to accept. Ms. Comer seconded. All agreed.	***APPROVAL OF WARRANT SCHEDULE***
Mr. Keller requested approval of the Committee Appointments for 2026-2027. Ms. Comer moved to approve. Ms. Saur seconded. All agreed.	***COMMITTEE APPOINTMENTS***
Mr. Keller noted that the Nassau Library System meeting where the PWPL Director and Trustees are specifically invited is July 27, 2026. If interested, Trustees can attend any meeting. The NLS annual meeting will be on December 2, 2026.	***NLS BOARD MEETING SCHEDULE***
Mr. Hutter discussed some of the many PWPL summer of 2026 events such as Summer Reading Kickoff, E-Waste and Paper Shredding. Mr. Hutter also briefly discussed forthcoming upgrades to the Library's building WiFi.	***PWPL SUMMER EVENTS***
Mr. Keller requested a motion to approve all Council members for 2026-2027 for the Art Advisory Council and noted minutes from June 10, 2026, Children's Advisory Council, Health Advisory Council, Music Advisory Council and noted minutes from June 11, 2026, Nautical Advisory, Books for Dessert Advisory Board and noted minutes from February 26, 2026, and ESOL tutors. Ms. Comer moved to approve. Ms. Saur seconded. All agreed.	***COUNCILS, ESOL TUTORS AND ADVISORY BOARD MEMBERS***

Mr. Keller requested a motion to approve the Foundation Board Members for 2026-2027 and minutes from May 18, 2026. Ms. Vasa moved to approve. Ms. Saur seconded. All agreed.

FOUNDATION MEMBERS / MINUTES

Mr. Keller noted the Friends of the Library Board Members for 2026-2027 and June 10, 2026, Meeting Minutes.

FRIENDS OF THE LIBRARY / MINUTES

Mr. Keller requested the Board to resolve a resolution for NLS Resource Sharing Code 2027-2031. Ms. Comer moved to approve. Ms. Vasa seconded. All agreed

NLS RESOURCE SHARING CODE

Mr. Ronald Lazo was the Staff Association representative and had no comments.

STAFF ASSOCIATION

There were no public comments.

PUBLIC COMMENTS

Mr. Keller requested a motion to adjourn the Public Meeting at 9:35 p.m. so that the Board could move to an Executive Session to discuss personnel matters. Mr. Krevor moved to approve. Ms. Lim seconded. All agreed. Mr. Keller motioned to adjourn the Executive Session at 9:58 p.m. Ms. Saur moved to approve. Ms. Lim seconded. All agreed. Mr. Keller made a motion to adjourn the public meeting at 9:59 p.m. Ms. Lim moved to approve. Ms. Saur seconded. All agreed.

ADJOURNMENT