I  Approval of May 15, 2019 Board of Trustees Minutes

II  Approval of May 2019 Warrants

III Approval of May 2019 Staff Changes

IV  Financial
   a) May Financial Report

V   Director's Report
   a) Board Objectives 2018-2019 Review
   b) Goals & Objectives 2019-20 Draft
   c) Facilities Update
      1. ESOL
      2. Project Manager Contract
      3. Interior Design Contract
      4. EPDM Roof Resolution
      5. EPDM SEQRA Resolution
   d) Active Shooter Training
   e) New Treasurer

VI  President's Report
   a) July Organizational Meeting – July 10, 2019
   b) Nominating Committee
   c) Nancy Curtin Internship

VII  Councils
   a) Art Advisory Council Minutes of Meeting – May 8, 2019
   b) Children's Advisory Council Minutes of Meeting – June 11, 2019
   c) Health Advisory Council Minutes of Meeting – May 23, 2019
   d) Music Advisory Council Minutes of Meeting – May 15, 2019
   e) Books for Dessert – April 3, 2019

VIII Foundation
   a) Minutes of May 13, 2019
   b) New Director

(over)
IX  Friends of the Library
   a) Minutes of April 10, 2019

X   Correspondence
    a) RSVP Letter of May 16, 2019
    b) Patron Comments

XI  Donation
    a) William E. Cox - Unrestricted

XI  Staff Reports
    a) Children's Services – January – April 2019
    b) Third Quarter Statistics 2019
    c) Festival Reports

XII Staff Association

XIII Public Comments

XIV Adjournment
OPENING

Mr. O'Connell opened the public portion of the meeting at 7:40 p.m. stating that the Board met at 7:00 p.m. and resolved to go into Executive Session to discuss contract and labor matters.

APPROVAL OF MINUTES

Mr. O'Connell requested approval of the April 17, 2019 Board of Trustees minutes. Ms. Bridges motioned to approve. All agreed.

APPROVAL OF WARRANTS

Mr. O'Connell requested approval of the March Warrants 19-04-10A and 19-04-10B. Mr. Aitken motioned to approve. All agreed.

STAFF CHANGES

Ms. Bridges motioned to accept the Staff Changes of no appointments, no departures and one salary adjustment. All agreed.

FINANCIAL REPORT

Mr. O'Connell requested comments on the April Financial Report representing 83% of budget expended.

BUDGET TRANSFERS

Mr. Keller motioned to approve the increase to the General Fund interfund expenditures budget line by $35,000 and interfund transfer of $35,000 from the General Fund to the Capital Projects Fund as per Cullen & Danowski, LLP memo dated May 6, 2019. All agreed.

IN MEMORIAM

Mr. Klang began his Director’s Report with a remembrance of Ms. Lucy Salerno, a long time Children’s Room librarian and Ms. Judy Woods-Santos a computer center and periodicals staff member. Mr. O’Connell extends the Board’s condolences to the families and library staff.

ALA CONFERENCE

Mr. Klang requested the Board’s approval for the leave request of Ms. Davidoff to attend the ALA Conference in Washington, DC. Mr. Bridges motioned to approve and is looking forward to her report. All agreed.

PARKING PROBLEMS

Mr. Klang met with Mayor Nora Haagens and Village Clerk Chrissy Kiernan to discuss the Library’s parking problems. Mr. Klang requested parking on the north side of Locust Avenue be restored. The Village has safety concerns stating the Fire Department’s access to North Washington Street. The Village stated there were lots around town that could be used, for example behind Dolphin Book Store, though this is a Nassau County Lot. All streets in the Village of Baxter Estates are one-sided parking.
Mr. Klang presented the ESOL punch list noting that W. J. Northridge is addressing each item. The list appears extensive, but most items are minor corrections.

Mr. O'Connell asked if Mr. Klang investigated the staffing suggestion by Ms. O'Hanlon. Mr. Klang will postpone any staffing changes until the staff has moved into and adapted to the new space.

Mr. Klang informed that Board that the proposal for the EPDM roof is being revised after testing was performed by the architect. Mr. Klang informed Ms. Bridges that the flat roofs by the north and south small study rooms are included in the proposal to be replaced.

Mr. Klang noted some building improvements to be performed over the Memorial Day weekend such as a) re-sealing of the stage in Lapham Room, b) floor outside of the Children's Room, and c) re-finishing parking lot and repair of sidewalk cracks.

Mr. Klang presented the Me and General Design proposal submitted to the Facilities Committee dated April 24, 2019 and reviewed by the library attorneys. Mr. Krevor noted several changes in language and requested that an arbitration provision and breach of contract clause be included. He believes that publicity should be allowed only when Phase III is completed. Mr. O'Connell and Mr. Aitken requested another revision be brought back to the Board next month.

Mr. Klang stated that the Foundation would like to use the terrace on a future date for a special event. The Foundation will have an Un-gala this year and are looking to use a special event such as Woodstock to raise funds from donors.

Mr. Keller motioned to approve the custodial and computer services excess equipment lists dated May 3, 2019 and May 8, 2019. All agreed.

Mr. O'Connell appointed Ms. Vasa to present a Nominating Committee report for the fiscal year 2019/2020. Ms. Vasa accepted and will prepare a nominating slate for next month.

Mr. O'Connell noted the Ed. Foundation's Mr. "A+" Day. Mr. Klang reported it was festive day for the children and their parents.

Mr. O'Connell requested a motion to approve the new Voting Policy as advised by and prepared by the library attorney. Mr. Aitken motioned to approve the 7.3.8 Time Off to Vote policy. All agreed.

Mr. O'Connell reviewed the mock-up of the format changes to the monthly financial statements as prepared by the library accountants with the Board.
Mr. Klang explained that the program used to prepare current reports is no longer supported. The library is now using QuickBooks. Mr. O'Connell approves of the new format if the miscellaneous revenue and variance reports are included in the financial report. All agreed.

Mr. O'Connell asked Ms. Bridges how the search for the Nancy Curtin Summer Internship was progressing. Ms. Bridges stated that 23 quite prepared candidates across three levels; sophomores, juniors and seniors have applied. All applications were reviewed, and 6 candidates were selected for interviews. Ms. Bridges and Mr. Klang will review protocols for future applications after this inauguration year.

Mr. O'Connell noted the March 13, and April 10, 2019 Art Advisory Council minutes, the January 30, 2019 Health Advisory Council minutes, and the April 17, 2019 Music Advisory Council minutes.

Mr. O'Connell noted the Foundation minutes of March 11, 2019. Mr. O'Connell remarked that a significant amount of money was donated to the library in memory of Jeff Straesser who was a great lover of the Children's Library. Mr. O'Connell asked about the updated plaque for the Children's Library and about the permanent plaque that was part of the Arizona Beverages donation. The Foundation will put the new plaque inside the Children's Room.

Mr. O'Connell noted the Foundation financial reports dated February 28, 2019 and March 31, 2019.

Mr. O'Connell remarked that the Book and Author event on May 10 with authors Meg Wolitzer, Anthony Tommasini, and Susan Isaacs was a huge success. Many thanks to Amy Bass and all of the Friends of the Library for a wonderful job. Congratulations on the 50th anniversary of FOL.

Mr. O'Connell noted the letter to Mr. Klang from the Community Chest of Port Washington thanking him and his staff for helping make the Citizen of the Year ceremony a success; an email from Ellen Zimmerman with reference to the Books for Dessert author event which was full of excitement and enthusiasm; an email from Ms. Sanin sharing what Lucy Salerno meant to her family. The Board agrees that Lucy Salerno was a gem.

Mr. O'Connell reviewed the Patron Comments for April 2019. Mr. Klang noted the carpet will be repaired imminently.

Ms. Comer motion to accept a $100 unrestricted donation from Ms. Brannick in memory of her friend Patricia Doherty.

Ms. Nastro presented a Local History Center report. Topics included the advantage of using the Past Perfect software to retrieve archived information from existing collections; publications; website update and social media platforms.
Ms. Nastro, as liaison to the Art Advisory Council, updated the Board about upcoming exhibits. Mr. O’Connell and the entire Board thanked Ms. Nastro for attending the meeting noting her incredible work.

Ms. Saur, trustee elect, complimented the April Art exhibit by Ben Parker on Geometric Origami and demonstration on April 15. Ms. Saur was impressed with the library’s HDMI set-up which projected his image onto a screen, so all could observe his special techniques.

Ms. Saur recommended a visit to the NY Historical Society to see how they use interactive exhibits. Ms. Nastro has already begun to incorporate the idea of interactive exhibits for Local History planning a listening station and digital exhibit for the Pete Fornatale Collection.

She also suggested that the cement parking lot bumpers may be useful another Port Washington organization.

Mr. O’Connell motioned to adjourn in memory of Lucy Salerno and Judy Woods-Santos. All agreed.
PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
MAY 2019 REPORTS

WARRANTS TO BE VOTED ON

<table>
<thead>
<tr>
<th>Warrant Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-05-11A</td>
<td>$67,996.45</td>
</tr>
<tr>
<td>19-05-11B</td>
<td>$142,467.29</td>
</tr>
</tbody>
</table>

Warrant Total $210,463.74

<table>
<thead>
<tr>
<th>Payroll Date</th>
<th>Gross</th>
<th>Net</th>
<th>Processing</th>
<th>Tax Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/2/2019</td>
<td>$125,151.04</td>
<td>$88,598.36</td>
<td>$250.80</td>
<td>$37,732.79</td>
</tr>
<tr>
<td>5/16/2019</td>
<td>$121,591.10</td>
<td>$85,317.84</td>
<td>$244.71</td>
<td>$36,527.75</td>
</tr>
<tr>
<td>5/30/2019</td>
<td>$125,505.52</td>
<td>$86,076.15</td>
<td>$1,471.61</td>
<td>$35,703.27</td>
</tr>
</tbody>
</table>

PAYROLL TOTAL $372,248.46 $259,992.35 $1,967.12 $109,963.81

Prepared By:
Paul Thomaidis
Finance Office
Board of Trustees Objectives 2018-2019

1. Continue to evaluate future service models and plan new learning spaces and staffing patterns which will include the following projects in the 2018-19 fiscal year.
   a. Complete Maker Space — Maker Space has been relocated to Lower Level with new technology and initiatives being introduced on an ongoing basis.
   b. Complete ESOL classrooms — Completed
   c. Complete bathroom renovations — Awaiting SED approval of plans. Project will begin later in 2019 pending approval and bid results.

2. Work with project manager to plan execution of 5 year facility plan — Worked with Nick Amoruso, from SCC, to chart out projects for the next three years including our bathroom renovations, EDPM roof replacement and curtain wall replacement.

3. Extension of the Library’s Strategic plan — Extension of the Strategic Plan for 2019 was completed. A new strategic plan will take place in 2020

4. Begin Staff negotiations for contract ending June 2019 — Negotiations process began in May 2019 and will be ongoing until agreement is reached.

5. Form a Technology Advisory Council — No formal advisory council was created but a well-attended technology forum was coordinated for the new Maker Space. The plan is to have more of these forums in the upcoming year.

6. Evaluate the Library's current marketing plan — Completed

7. Work with stakeholders to develop future fundraising strategies — Ongoing
Board of Trustees Objectives 2019-2020 (Draft)

1. Continue to evaluate service models, plan new learning spaces and adjust staffing patterns as they pertain to the following projects in the 2019-2020 fiscal year.
   
   a. Complete bathroom renovations.
   b. Update Maker Space Lab.
   c. Create a permanent Local History Exhibit space.

2. Work with project manager to plan execution of 5-year facility plan.

3. Work with interior design consultant to create design standards for the Library.

4. Begin and complete a new 5-year strategic plan with staff, stakeholder and community involvement.


6. Provide services and assistance for the 2020 Census.

7. Explore green initiatives and find ways to make the Library a more sustainable facility.

8. Continue to evaluate promotion and marketing of programs and services.

9. Encourage the Library to discover new community partnerships.

10. Work with stakeholders to develop future fundraising ideas and initiatives.
Proposal for
Construction Management Services
Five-Year Capital Improvement Program

June 1, 2018
SCC Construction Management Group (SCC) was established to provide professional and personalized Construction Management services for construction projects throughout New York. We have served numerous Fire Districts, Public Libraries, Religious, Healthcare, Corporate, Educational and Municipal organizations. SCC is dedicated to supplying the most effective management techniques for the planning and construction of a project, from inception to completion, for the purpose of controlling time, cost and quality. In addition, all three principals are licensed Architects and are LEED Accredited Professionals. This knowledge can assist in keeping the Port Washington Public Library’s goals for sustainable construction at the forefront of any endeavor. This consistent involvement with every project means that an experienced team is involved throughout the entire construction project.

Our experience and dedication have yielded proven results. SCC only works with local communities in their endeavors to improve their facilities. This focus results in a depth of knowledge and skill that is unmatched in the field of Construction Management. SCC’s capabilities extend from straightforward infrastructure improvements, to projects incorporating alterations, additions and new construction. Our projects have been completed without compromising the on-going use of an in-service facility.

**PRINCIPALS:**

Nicolas Amoruso, AIA, LEED AP  
Professional Registrations: New York, New Jersey, Connecticut  
nen@sccco.com

William Recce, AIA, LEED AP  
Professional Registrations: New York, New Jersey, Connecticut  
wr@sccco.com

Richard T. Bartlett, AIA, LEED AP  
Professional Registrations: New York, New Jersey, Connecticut  
rtb@sccco.com

**PORT WASHINGTON PUBLIC LIBRARY**

**PORT WASHINGTON UNION FREE SCHOOL DISTRICT - $69.9 Million Bond Referendum**

**OFFICE:**

Main Headquarters:  
190 Motor Parkway, Suite 201  
Hauppauge, NY 11788  
Tel: (631) 567-0200  
Main Fax: (631) 567-6816
PORT WASHINGTON PUBLIC LIBRARY
CONSTRUCTION MANAGEMENT SERVICES
JUNE 1, 2018
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
$550,000.00 (APPROX.) EACH CALENDAR YEAR

SERVICES:
- Project Executive / Principal – Part-time. The Project Executive will provide overall management direction throughout the project through closeout.
- Project Manager – Full-Time (8) hours on-site management of construction activities.

TOTAL DURATION: 2018-2022

Anticipated Staffing

Pre-Construction and Construction Phase Services:

Principal or Project Exec.

2018: Principal or Project Executive one month part-time Pre-Construction Services= $6,500
Three months full-time Project Manager + part-time P.E./Principal = $19,500/month X (3) months = $58,500
Total $65,000

2019: Principal or Project Executive one month part-time Pre-Construction Services= $7,000
Three months full-time Project Manager + part-time P.E./Principal = $20,750/month X (3) months = $62,250
Total $69,250

2020: Principal or Project Executive one month part-time Pre-Construction Services= $7,500
Three months full-time Project Manager + part-time P.E./Principal = $22,000/month X (3) months = $66,000
Total $73,500

2021: Principal or Project Executive one month part-time Pre-Construction Services= $8,000
Three months full-time Project Manager + part-time P.E./Principal = $23,500/month X (3) months = $70,500
Total $78,500

2022: Principal or Project Executive one month part-time Pre-Construction Services= $8,500
Three months full-time Project Manager + part-time P.E./Principal = $24,750/month X (3) months = $74,250
Total $82,750

NOTES:
1. The above fee is all-inclusive. We will not require additional reimbursable expenses with regard to the execution of our services.
2. We respectfully request that the Library provide office space and internet access for administration of the project, job progression meetings, file storage, etc.
3. We respectfully request that the Library require contractors to name SCC Construction Management Group as additional insured on their liability insurance policies (This is typically a no cost item).
4. A pro-rated portion of the fee can be utilized to increase or decrease the manpower requirements and, therefore, increasing or decreasing the proposed fee for each year.

SCC Construction Management Group
Proposal

Prepared for: Keith Klang of Port Washington Public Library
Prepared by: Cristina Casas-Judd & General Judd of Me and General Design, Inc.

June 11th, 2019
Proposal #1010
Project Description, Locations & Outline

The overall Renovation and Re-Design of the Locations listed below including Layout, Palette & Finishes, Lighting and FF&E (furniture, fixtures and equipment) along with the Procurement and Installation of the FF&E.

Library Standards
- Establish overall palette/design scheme through-out all areas of the library to be renovated within this proposal to then be easily applied to future renovations
- Create new signage design consistent throughout the library (printable in-house)
- Replace foot stools, wastebaskets, etc with new consistent design
- Replace all display cases and book carrels with new consistent design

Main Reading Room
- Re-configure overall layout and space planning
- Replace the existing service desk with a new desk and storage needs for 2 people
- Replace ceiling light fixtures at the entrance within the existing locations
- Re-use existing 4 work tables
- Select new chairs and table lamps for the existing 4 work tables
- Replace carpet tile insert within the center of the room
- Select new lounge chairs w/ side tables
- Select new FF&E as needed for usage and layout
- Re-purpose existing artifacts (display cases, wooden chess stools etc) within the reading room
- Install a prop-up system to display magazines and newspapers standing upright within the existing shelving units
- Replace wall clock outside of the Main Reading Room

North Wing
- Re-configure overall layout and space planning
- Replace the existing service desk with a new desk and storage needs for 1 person
- Re-configure the layout for the existing shelving units
- Select new lounge chairs w/ side tables
- Select new FF&E as needed for usage and layout

Teen Room
- Re-configure overall layout and space planning
- Removing or modifying the existing bookshelves currently within the windows to gain more space (TBD)
- Re-upholstery of the existing banquette
- Select new FF&E seating and tabletops as needed for usage and layout
- New practical lighting design
- New paint color scheme

3rd Floor ESOL Lounge Areas (x2)
- Design overall layout, materials and space planning
- Select new FF&E, lighting etc

Child Story Area
- Select new rug to coordinate with the existing design
General Responsibilities, Scope of Work & Estimated Schedule

M&GD agrees that Owner/Client’s budget for the project, exclusive of the compensation to M&GD set forth in this Agreement, shall not exceed $181,000 (the “Cost Ceiling”). M&GD agrees that in no event shall its procurement budget exceed the Cost Ceiling without advance approval by Owner/Client in writing and, in the event that M&GD’s procurement budget exceeds the Cost Ceiling without such approval, Owner/Client shall have the right, notwithstanding any other provision in this Agreement, to terminate this Agreement and recoup from M&GD all compensation paid or to be paid to M&GD hereunder.

PHASE 1: Design Concept (estimated 3-4 weeks)

- Consultation with all parties involved: ownership, management, etc. as to the general design direction, needs and estimated budget. M&GD will then conduct a kick off presentation of preliminary design concepts including furnishings, finishes, fixtures, hardware and samples etc. Making adjustments from this point forward until all parties are satisfied.

- Once the final design has been approved M&GD will develop the design concept, programming, schedule and schematics per each area outlined known as the ID Set.

- ID Set includes:
  - Floor Plans, Elevations and Furniture Layouts for all Areas Outlined
  - Detail Drawings of Custom Designs and Transitions as needed
  - General Notes, Schedules and Material Specifications Packet including but not limited to finishes, furnishings, paint, hardware, carpet, light fixtures...etc.
  - FF&E procurement packet w/ quotes to establish the FF&E Procurement Budget for approval

PHASE 2: ID Coordination & Administration (estimated schedule TBD)

- Upon design approval a Final ID Set will be issued to Owner/Client in coordination with any other disciplines and persons determined by M&GD and the Owner/Client to fulfill the design concept. The awarding of disciplines/subs will be determined by Owner/Client.

- The final Product will be identified and reflects the work of M&GD, any and all items proposed by the purchasing agent (provided by Owner/Client), general contractor (provided by Owner/Client) and any and all sub-contractors (provided by Owner/Client) must be submitted and approved by M&GD with final approval by Owner/Client. M&GD’s approval of items proposed by the purchasing agent shall not be unreasonably withheld.

- Inspect and Review Installations and Completed Areas addressing any punch list items as needed.

- M&GD will conduct site visits as needed.
PHASE 3: FF&E Procurement and Installation (estimated 4-6 weeks)

- M&GD is responsible upon Owner/Client approval of the design to procure all FF&E items based on an approved FF&E procurement budget. The FF&E procurement budget excludes all construction materials, sub-contractors and coordination with delivery and installation of construction materials unless otherwise specified for custom items such as upholstery etc. M&GD will furnish all locations as outlined above and will coordinate FF&E items, timing, delivery, installation, and reconciliation of the FF&E procurement budget.

- M&GD will furnish and complete the detailed design concepts within the areas specified above. During the final FF&E stages of installation M&GD will assure Owner/Client that the quality of all materials and FF&E items are of quality and commercial grade and conforms to the Design Concepts.

- Upon FF&E installation and completion of each of the areas outlined above, Owner/Client will perform a walk-thru for final approval and acceptance. If the completion date exceeds the time given from commencement date to the final walk-thru, due to timeline issues, both parties will be notified and will re-negotiate at that time.

**Designer Fees & Payment Schedule**

1st Design Fee – Phase 1 – Design Concept  
(Payment due upon signing of this agreement. Non-Refundable, except as otherwise set forth herein)  
$16,000.00

2nd Design Fee – Phase 2 – ID Coordination Administration  
(Payment due upon receipt of the Final ID Set)  
$6,000.00

3rd Design Fee – Phase 3 – FF&E Procurement and Installation  
M&GD is responsible upon Owner/Client approval of the design to procure all FF&E items based on an approved FF&E procurement budget under prevailing procurement restrictions.  
(Payment due upon invoice of 50% FF&E Budget)  
$6,500.00

4th Design Fee – Phase 3 – FF&E Procurement and Installation  
M&GD is responsible upon Owner/Client approval of the design to procure all FF&E items based on an approved FF&E procurement budget under prevailing procurement restrictions.  
(Payment due upon final review of Phase 3)  
$6,500.00

**Total Design Fee:**  
$35,000.00
Terms & Exclusions

- Additional Services, which are beyond the services outlined in this Agreement, shall not be performed without written approval by Owner/Client, including approval of costs and/or fees to be charged therefor.

- Any and all design for areas not specified in the scope of work outlined in this agreement.

- Changes required after the final approval by Owner/Client and the completion of the Final Phase 3 will be negotiated at an hourly rate bases. The Principal Designer being at $200.00/hr and Senior Designer being at $100.00/hr.

- The Owner/Client may cancel the project at any time and for any reason, and such cancellation shall not be considered a breach of this Agreement. In the event the Owner/Client cancels the project during any Phase before such Phase is completed, M&GD shall be entitled only to a pro rata amount of the compensation for that Phase set forth in the “Designer Fees & Payment Schedule” section of this Agreement and, notwithstanding any other provision in this Agreement, M&GD shall refund to the Owner/Client any amounts that have been paid by Owner/Client in excess of such pro rata amount. Nothing herein shall be construed as limiting or otherwise waiving Owner/Client’s rights or remedies in the event of a breach of this Agreement by M&GD, including, but not limited to, the right to recover amounts already paid to M&GD in the event of a breach.

- Nothing herein shall require the Owner/Client to proceed with any Phase of the project upon completion of any prior Phase.

- Any work by M&GD which would require extra fees, must be approved by Owner/Client, in writing, prior to incurring additional costs.

- M&GD reserves the right to resign from the project prior to its full conclusion without prejudice should Owner/Client breach this contract, or fail to comply with the payment methods, provided the Owner/Client is advised in writing with a minimum of (2) week notice.

- In the event the Owner/Client is in breach of this contract, and the Owner/Client fails to cure the breach after a ten (10) day written notice given by M&GD to Owner/Client to cure said breach, M&GD may terminate this contract upon ten (10) days written notice to the Owner/Client without prejudice. In the event M&GD exercises such option, the Owner/Client shall be obligated to pay M&GD for any and all services rendered up to date. M&GD may exercise it’s right to not continue services required upon receipt of the notice of cancellation. M&GD shall only recommence its services upon the Owner/Client curing its default.

- It is understood that M&GD performs its service in reliance of receipt of architectural plans, etc., to be supplied by the Owner/Client. M&GD shall not be responsible in the delay of the performance of its services if there is a delay in the submission of documents to be submitted by Owner/Client to M&GD. The timely submission of documents shall be deemed a material element of this agreement.

- M&GD and Owner/Client waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party’s termination of this Agreement, except as specifically provided herein.
I. Marketing and Promotional Credit/Consideration

M&GD and Owner/Client agree & understand "before & after" photographs and or video may be taken during the design process; Owner/Client hereby gives permission for those photographs and or video to be used in appropriate advertising & marketing material and on the M&GD website, provided that the project has been completed. Should any professional photographs/video be taken of the completed project for use on the web or other marketing purposes by sponsor or marketing company, M&GD shall be granted permission for use of above mentioned photographs without charge for use in appropriate advertising and marketing material and on the website for M&GD. M&GD further reserves the right to publish and photograph the completed project as well as videotape its design work and Owner/Client hereby consents and gives permission to such publication, to the extent such permission or consent is required. OMIT

II. Responsibilities

M&GD disciplines or subcontractors will select materials that are new, durable and functional, and will provide manufacturer's warranties and guarantees for purchased products via M&GD. M&GD will not be responsible for work which can not be completed in a timely manner as a result of material shortages, labor strikes, statutory holidays, delays caused by any local, state or federal governmental agency, or problems arising between the Owner/Client, the selected General Contractor, his sub-trades or any supplier. In addition, M&GD can not be responsible for the performance, quality or timely completion of work by General Contractors or their sub-trades, nor be responsible for the guarantee of any material or product against latent defects, wearing, fading or soiling. Owner/Client and or its representative(s) shall be responsible to obtain all building permits, approvals, Certificates from any local, state or federal governmental agency that has jurisdiction relating to the property. M&GD has no responsibility whatsoever pertaining to any approvals or permits relating to the project. This agreement may be amended only upon the expressed written consent of both parties.

III. Miscellaneous Terms

Standard Of Care: Performance:

M&GD shall provide the services contemplated by this Agreement using the same level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. M&GD will diligently execute the Services to be performed hereunder.

Compliance with Laws:

M&GD covenants, so long as this Agreement is in full force and effect, to comply with any and all statutes and regulations issued pursuant thereto currently or hereafter in force, as amended from time to time, and any and all rules, regulations, orders, plans, and specifications of any federal, state, county, municipal, or other authority having jurisdiction with respect to the Services to be provided hereunder, from time to time in force including but not limited to: (a) federal, state and local acts, laws, regulations or ordinances, as the same may be amended or modified, relating to defining and/or regulating hazardous substances or pollutants; and (b) applicable provisions of the Occupational Safety and Health Act of 1970, as the same may be amended or modified, and shall relate to the safety and health of all persons engaged by M&GD under this Agreement.
Confidentiality of Assignment:

At all times during the course of this work, M&GD will respect the confidential nature of this assignment and in so doing will use its discretion where specific identification of the Premises, the Owner might be involved. In addition, all work performed under this Agreement will receive confidential treatment by M&GD and as such, sensitive, proprietary or confidential information provided by the Owner to M&GD shall be held in strict confidence by M&GD.

Sub-Contracting:

M&GD shall not subcontract, delegate or assign any of the Services to be performed hereunder without Owner/Client’s written consent, which shall not be unreasonably withheld with respect to minor or ancillary aspects of the Services. M&GD shall be fully responsible for all work and services provided by its subcontractors.

Ownership And Use Of Documents:

Availability and disclosure of all documents, including but not limited to drawings, specifications, reports and data or programs stored electronically, prepared by M&GD will survive this contract.

Insurance:

With respect to articles, materials, work and services furnished hereunder at the Premises, M&GD shall, in a manner satisfactory to Owner/Client, maintain at its own expense the following minimum Insurance. All contracts require the applicable provider to carry commercial or comprehensive general liability insurance coverage on an occurrences basis in a combined single limit amount of not less than $2,000,000 per occurrence. M&GD will provide a COI in a form approved by the Owner/Client.

Assignment Of Warranties:

Effective upon any termination of this Agreement, M&GD hereby assigns to Owner/Client, all title and interest in any purchase orders, warranties, or other agreements now existing or hereinafter entered into by M&GD for performance of any part of the Services or for any materials supplied in connection therewith. M&GD shall include provisions in all purchase orders or other agreements which provide that they are freely assignable by M&GD to Owner. M&GD shall deliver all warranties and copies of all purchase orders to Owner/Client upon Project Completion or any termination of this Agreement.

Disputes:

M&GD shall indemnify and hold harmless Owner/Client, and all of Owner/Client’s officers, employees, agents, administrators, and board members, from and against any and all liabilities, costs, damages, losses and judgments arising from claims by third parties, including reasonable attorneys’ fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of M&GD, its employees or its consultants in the performance of services under this Agreement. This agreement of indemnity shall survive the termination of this Agreement.

Should Owner/Client initiate arbitration proceedings to enforce Owner/Client’s rights under this Agreement, and should the Owner/Client be deemed the prevailing party by the Arbitrator, M&GD shall be obligated to pay Owner/Client’s attorneys’ fees in said arbitration.
The parties agree that all disputes arising out of this Agreement shall be subject to arbitration as the method for binding dispute resolution, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all claims then known to that party on which arbitration is permitted to be demanded.

**Governing Law:**

This Agreement shall be construed and the legal relations between the parties hereto shall be determined in accordance with the internal laws of the state where the Premises is located.

**Notices:**

All notices shall be in writing and shall be deemed to be delivered on the earlier to occur of the date of the receipt of the notice or whether or not actually received either five (5) days after the notice has been deposited in the United States mail, postage prepaid, registered or certified return receipt requested or one (1) business day after the notice has been sent if delivered by nationally-recognized overnight courier service, delivery charges prepaid, or by facsimile, confirmation receipt required, and addressed to M&GD, as the case may be, at the address for such party set forth below.

**Relationship Between the Parties:**

Personnel supplied by M&GD will be deemed employees of M&GD and will not for any purpose be considered employees or agents of Owner/Client. M&GD assumes full responsibility for the actions of such personnel while performing the Services, and shall be solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), worker’s compensation, disability benefits and the like. M&GD further agrees to indemnify and hold harmless Owner/Client, Owner/Client’s affiliates, subsidiaries and the directors, shareholders, members, employees, agents, attorneys, partners and officers on account of any taxes and with holding for which M&GD is responsible.

**Entire Agreement:**

All negotiations, considerations, representations and understandings between the parties with respect to this Agreement hereto are incorporated in this Agreement. This Agreement may not be amended, modified, or otherwise changed without the mutual agreement in writing of the parties hereto.

We trust that this proposal will meet with your approval and we look forward to working with you on this project. Please do not hesitate to contact Cristina Casañas-Judd and/or General Judd of Me and General Design should you require further information concerning the particulars of this agreement.
This proposal is accepted and agreed to:

Owner/Client: Keith Klang, Port Washington Public Library, One Library Drive, Port Washington, NY 11050
By: ________________________________
Name: ______________________________
Title: ______________________________

Interior Designer (M&GD): Me and General Design, Inc., 67 35th Street, Unit B511, Brooklyn, NY 11232
By: ________________________________
Name: ______________________________
Title: ______________________________

Thank You
Cristine & General Judd
EPDM Roof Resolution

RESOLUTION

Whereas the EPDM roof renovation is expected to be funded by the Port Washington Public Library; and

Whereas, the Board of Trustees of the Library desires to appropriate sufficient funds from the Library’s Capital Fund to pay for the cost of the project,

Now therefore, be it resolved by the Board of Trustees of the Port Washington Public Library:

Section 1. The appropriation of a maximum amount not to exceed $367,500 to pay for the project is hereby authorized.

Section 2. This resolution shall take effect immediately.

Approved by the Port Washington Public Library Board of Trustees at the June 19, 2019 meeting.

John O'Connell
President of the Board of Trustees
Port Washington Public Library

Resolution
Determining that Action to Install New EPDM Roof is a
Type II Action and is not Subject to Further Review

WHEREAS, the Port Washington Public Library (the “Library”) is the sponsor of
certain work at its facility located at One Library Drive (the “Project”); and

WHEREAS, the Project involves the removal of an existing roof and insulation,
and installation of a new EPDM roof; and

WHEREAS, the Library now desires to comply with the New York State
Environmental Quality Review Act (“SEQRA”) and the regulations in 6 NYCRR Part 617
adopted by the New York State Department of Environmental Conservation (the “Regulations”)
with respect to the Project; and

WHEREAS, pursuant to the Regulations, the Library has considered the Project
in light of the actions included on the Type I list specified in Section 617.4 of the Regulations
and in light of the actions included on the Type II list specified in Section 617.5 of the
Regulations;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library has determined that the Project constitutes a “Type II action”
(as the quoted term is defined in the Regulations) because it falls within the ambit of the
following action included on the Type II list specified in Section 617.5 of the Regulations:

   (a) “maintenance or repair involving no substantial changes in an
       existing structure or facility” (617.5(c)(1)); and
2. The Project is not subject to further review under SEQRA; and

3. A copy of this resolution shall be provided to the New York State Education Department.

Signed: ___________________________  Dated: ___________________
June 5, 2019

Mr. Keith Klang, Director
Port Washington Public Library
ONE LIBRARY DR
PORT WASHINGTON NY 11050

Dear Director Klang:

I understand that you are considering appointing as your Treasurer Michael P. Tomich, who serves as the Clerk/Treasurer of the Village of Roslyn Estates. Please be assured that you could not select a more qualified candidate for the position. Since assuming office as our Clerk/Treasure, Mike has proven to be invaluable to our Village. He is dedicated, responsible, resourceful and diligent, and never hesitates to go the extra mile to do something just right – even if it means working late, from home on weekends, or meeting me well before the Village Hall opens to the public.

Mike is an essential part of our Village government, and I know he will become just as valuable to the Port Washington Public Library; I cannot recommend him more highly. Should you have any questions concerning Mike’s work or qualifications, please do not hesitate to contact me at 516-220-8166.

Very truly yours,

Paul Leone Peters, Mayor
Village of Roslyn Estates
AAC Meeting Minutes

May 8, 2019

In attendance: Toby Ozure, Christie Devereaux, Ellen Hallie Schiff, Betty Gimbel, Shellie Schneider, Linda Sandman, Patti Paris, Shelley Holtzman

Betty and Shellie opened the meeting at 7:05

April Minutes were approved.

May Exhibit: Eleanor Himel’s paintings look beautiful and her reception will be on May 18th from 2 to 4.

Studio Visits:

Viktoriya Basin: Rescheduled for either June 7 or June 14. Toby, Linda, and Shellie will confirm the date.

Michael White: Christie, Betty, and Linda will visit his studio on May 13th.

Lori Horowitz: Betty, Patti, Rachelle, and Christie will visit her studio on May 28th.

AAC Summer Exhibit:

Toby would like an email sent to members to let them know they should submit one large or two small pieces of artwork. The drop off date is July 1st between 10:30 and 11:30. All artwork should be labeled. (A label to be downloaded will be sent to all members.)

September Exhibit: Mary O. Johnson

Toby mentioned that Mary O. Johnson’s daughter will mail additional photographs that may be included in the show and her two sons will help hang the show. It was suggested that the show should go up on August 28th. (To be confirmed) Boards to dry mount photographs for this show need to be purchased with money from the AAC Funds. Betty mentioned that the photos were enlarged by her colleague.

October Exhibit: Gail Kolflat

Christie mentioned that Gail Kolflat will send images of her paintings with sizes etc. Gail has a big van to deliver the paintings, but she does not want a reception.

Ben Parker Demo:

Since there was no compensation to Ben for his well-attended demonstration in the Hagedorn Meeting Room and Lecture in the Karen and Ed Adler Gallery, AAC members agreed that we would send him a $150 check from the AAC Fund.
Vanessa’s Report:

Any future demonstrations will be booked and paid for through the PWPL Adult Services.

Cards will be made for AAC Members. Shelley Holtzman created a professional card that AAC Members can use when representing our council. The card can be given to potential artists to make them aware of our gallery.

The PWPL Gallery page is being redesigned.

Update on November Exhibit:

Andy Friedman can not exhibit his work in November.

Two possibilities for the November Exhibit are Michael White or Raphael Zollinger. Christie will contact Michael White first. If he is not available for November, then Ellen will contact Raphael Zollinger for a possible November show.

THE NEXT MEETING WILL BE JUNE 12th at 7PM.
Children’s Advisory Council Meeting Minutes
Tuesday, June 11, 2019

In attendance: Amy Christake, Gregg Donovan, Michele Hyde, Elise Tepper, Lori Tyras

I. Review of Spring Programs
   - Bus trip to NBC Studios (thanks to the Tepper Intergenerational Fund) – another fantastic and special trip for kids ages 9 & up with a grandparent. 36 participants took a tour of the studio and created fun “On Air at NBC Studios” videos.

   - Bubblemania – a great turnout and lots of fun!

   - Crabgrass Puppet Theater’s “Three Little Pigs Build a Better House” – hilarious and interactive puppet show; the performers stayed after the show for those who wanted to see and learn more about the puppets

II. 2019-2020 scheduled programs
   Halloween – mask making with Chris Vivas
   Thanksgiving – National Circus Project
   December break – Petra Puppets; Rolie Polie Guacamole Band
   February break – Christopher Agostino (story telling & face painting); Nick the Balloonatic
   Spring break – Leland Faulkner (storyteller); Grins & Grins (comedy duo)

III. To consider for 2019-2020
   January – perhaps a football/Super Bowl themed program – i.e. an author/player/announcer visit; a Super Bowl pool related to reading; trivia/Bingo
   March – similarly, a basketball “March Madness” themed program
   Earth Day 50th Anniversary – Prismatic Magic Laser Light Show?

IV. New ideas to consider
   - collaborating with the new Cooking Lab for a workshop or Tweens’ Night
   - Illusionist Christian Augustine (augustinemagic.com)

V. Tweens’ Night ideas
   - Improv; Nautical Flags; Intergenerational Movie Night; Gardening; Plant a Row for the Hungry; Spa Night

VI. Next year’s Intergenerational bus trip ideas (for Spring 2020)
   - Madison Square Garden; Yankee Stadium; Behind the scenes of a Broadway show;
   - Museum of the Moving Image; Natural History Museum

VII. Budget $8,868.00

VIII. Next Meeting – Tuesday, September 17, 2019 at 9:30am
Meeting was convened at 7:30 pm.

Present: Tina Fuchs, co-chair; Sarah Hogenauer, co-chair; Katherine Crean; Dr. Joan Easton; Janet West of the Library Staff.

Recent Programs

The Council was very pleased with the success of its two most recent programs: “Advances in Pancreatic Cancer Treatment,” presented on April 11 in cooperation with the Cold Spring Harbor Laboratories, and “Cannabis in the Clinic,” presented on April 25. Both programs were well-attended, and generated many thoughtful questions from the audience.

Future Programs

Co-chair Sarah Hogenauer is working on a fall program on Breast Cancer Awareness with health professional Edie Katz. Co-chair Tina Fuchs is working with AFSP, the American Foundation for Suicide Prevention, to present “Talk Saves Lives,” a community-based presentation designed to train participants to recognize and assist at-risk individuals, and to support those who have been affected by suicide.

Program Planning

Council members had several ideas for future programs, including dealing with age-related hearing loss, the dangers of vaping, vaccines and health, advances in the treatment of Parkinson’s Disease, the dangerous rise of “superbugs,” and the risky overuse of antibiotics.

The next meeting of the Health Advisory Council is scheduled for Tuesday night August 6th at 7:30.

Janet West
Music Advisory Council  
Minutes of May 15, 2019 Meeting

Present:  Betty Bock, Joyce Bruno, Judy Farrar-Feuss, Stanley Gerard, Jill Hackett, Nettie Jonath, Keith Klang, Sharon Maier-Kennelly, Jane Murphy  
Absent: Louise Cazanian

Location: PWPL’s Conference Room

1. The meeting opened discussing logistics for roles for the 2019-20 season:  
   a. September – Betty #1; Stan #2  
   b. October – Judy #1; Joyce #2; Nettie/Jill Food. Betty will be page turner  
   c. November – Betty #1 (#2 TBD)  
   d. December – Joyce #1  
   e. January – Louise #1  
   f. February – Joyce #1  
   g. March – Judy #1  
   h. April – Jane #1  
   i. May – Stanley #1 (and will do food)  
2. Nettie & Jill are always happy to be #2/3 and do food for any event.  
4. The group discussed modern pieces as a part of each concert. Sharon shared that the surveys returned from the Argus Quartet all had a very positive responses to the modern piece. One MAC member stated eloquently, “What if there was no art after Rembrandt? Music is not mean to stall, even if people like to hear what they know.” Another MAC member further suggested “There’s modern, then there’s modern.”  
5. Betty asked Keith what they can do about future Folk & Jazz bookings? They used many different resources without strong results including gigmaster. Sharon suggested gigmasters is not a good resource for these genres. Nettie suggested looking at past performers who did well to have them return.  
6. New Business  
   A. Next meeting will be September 18th.  
   B. Jane indicated she’d like to step down as Chair, however MAC members all agreed that the best way forward would be for Jane and Betty to serve together as Co-Chairs. All were in favor all agreed!  
   C. A brief discussion about expanding MAC membership. Sharon suggested that Kevin Scully, the Director of Creative Arts would be a good Council member addition. The MAC members agreed and asked Sharon to move forward and make the ask.  
7. Sharon noted non-MAC concerts and events that she thought the members would like to consider attending:  
   a. Zach Brock of Snarky Puppy on Friday, May 17th: Concert at PWPL after working with Freshman Orchestra  
   b. Pulitzer Prize Winning Librettist, Mark Campbell, to talk about the upcoming World Premiere of NY City Opera’s STONEWALL Opera.  
   c. June 28 – Dan Lupo recorded concert at Sandwiched In  
   d. 9/8 – Jeff Harnar’s 1930’s Cabaret  
   e. 3/22/20 – Annual Marian McPartland tribute will kick off with Jon Weber & Stacy Sullivan.  
8. Meeting adjourned.  
9. Respectfully submitted, Sharon Maier-Kennelly
Port Washington Public Library
Books for Dessert Advisory Board Meeting
Minutes
April 3, 2019

Present: Nancy Comer, Laurie Cotumaccio, Heather Deutsch, Elise May, Kate Monsour, Georgina Rivas Martinez, Marion Rosenbaum, Evelyn Schonbrun, Eleni Sfirooudis, and Marian Weissman

The meeting was called to order at 11:35 a.m.

I. Minutes from the January 16, 2019 meeting were approved.

II. Introductions
Kate Monsour and Georgina Rivas Martinez were introduced as the staff liaisons to the Books for Dessert Advisory Board.

III. Reports from leaders
Evelyn Schonbrun
Ms. Schonbrun’s group has made progress reading James Preller’s The Case of the Bicycle Bandit. The group expects to be finished with the book in the next two weeks. They have been evaluating each character in the story to determine which one had the strongest motive to commit the crime. Ms. Schonbrun plans to use the remaining meeting dates prior to the event to craft and practice questions for Mr. Preller. The group averages 15 to 18 participants per session. One participant would like to walk to meetings, and Ms. Deutsch stated that she will investigate having a CMA counselor attend meetings with this participant.

Anmarie Benzinger
Ms. Benzinger was not present at the meeting and was away for the April 1st group meeting. She will also not be present for the April 8th group meeting. Ms. Weissman will cover both sessions. Ms. Weissman noted that the Monday morning group is very large and that perhaps a third group could be added to make the group size more manageable.

IV. Financial Report
Ms. Monsour reported that the Books for Dessert budget stands at $10,212.35. Ms. Comer commented that the budget was healthy, but that it may be necessary to seek additional sources of funding, such as grants, in the future.

V. Hofstra Update and Discussion
Ms. Comer reported that she and Mr. Klang had recently met with Dr. Jenny Roberts at Hofstra University to discuss the Department of Speech Language and Hearing’s future involvement with the Books for Dessert program. Dr. Roberts has not yet submitted for publication her final report concerning the Books for Dessert program. She feels that she does not have enough data yet for her report, but she is happy with the program’s results thus far.
Ms. Comer also stated that NSSLHA students who had volunteered to evaluate the Books for Dessert program have recently graduated. There is one student who may be
attending graduate school this coming semester at Hofstra and may be interested in coordinating volunteers to continue the evaluation process. There would be a great deal of work involved in this new round of evaluations. Observers would need to be trained, the evaluation form would need to be updated and observers would need to schedule more visits due to the large size of the discussion groups. Ms. Comer noted that there might be other ways that the volunteer observers could assist with the program or at the library.

VI. **Meet the Author Event**
The Meet the Author Event is scheduled for Monday April 29, 2019 at 10 a.m. The event subcommittee met on March 18th. Volunteers are needed on the day of the event to help with coffee and food distribution as well as the book signing. Ms. Monsour will provide Ms. Deutsch with a list of CMA participants and she will arrange for them to attend the event. Mr. Preller has agreed to join Mr. Klang and the Board for lunch following the event. Board members will let Ms. Monsour know if they are available to assist with the event and/ or attend lunch afterward. There was a discussion of publicity for the event, including photography and press coverage. Ms. Rivas Martinez has secured a photographer for the event. Ms. May shared the contact information for a photographer certified to work with special needs individuals. The event subcommittee will meet again to finalize event details.

VII. **Committee Mission Discussion**
Ms. Comer initiated a discussion of the possibility of expanding the mission of Books for Dessert. Originally, the program was established to meet the needs of adults aged 21 and over. There have been discussions of changing the mission to include transition planning and services for children. The library has also done some programming related to transition services for young adults with special needs. Ms. Sifroudis stated that she had spoken with Weber and Schreiber educators who have indicated that a book group for students with intellectual disabilities would not be feasible. However, transition services seemed to be a more promising area for the schools. She also mentioned expanding the library’s partnerships with SEPTA and the Nicholas Center. Ms. May mentioned the Education Foundation as a possible partner as well as the importance of meeting with the new superintendent of schools once a replacement for Dr. Mooney is chosen. Ms. Shonbrun noted that there might be difficulty getting names of potential participants from the schools due to confidentiality constraints. Ms. Comer mentioned that there is an opportunity for the library to expand programming for patrons with special needs in all areas and mentioned the new makerspace as a possible avenue to explore.

VIII. **Next Committee Meeting Dates**
The next meeting date will be in May or June. Ms. Monsour will send out an email to the committee with possible meeting dates.

IX. **Adjournment**
The meeting was adjourned at 12:35 p.m.

Respectfully submitted,
Kate Monsour
May 16, 2019

Jodi Goklevent
Port Washington Public Library
1 Library Dr.
Port Washington, NY 11050

Dear Ms. Goklevent,

Thank you so much for the generous donation of 7 hard drives and 9 keyboards.

We appreciate your efforts to help your community. This donation will be invaluable to the Community Computer Connections Program (CCCP) at RSVP. We are a 501 C3 organization so your generosity can be recorded as a charitable donation.

CCCP takes donated computers, refurbishes them under the authority of Microsoft licenses that RSVP holds, and gives them back to the financially challenged families that reside in Suffolk and Nassau counties. This technology enhances the academic possibilities of the children while improving the work skills and job marketability of the adults. It is a tool that can literally change their lives, while improving our environment by recycling viable computer equipment.

Thanks again! RSVP and CCCP really appreciate your kindness.

Sincerely,

Pegi Orsino
Executive Director

Stanley Meyers
CCC Program Coordinator
<table>
<thead>
<tr>
<th>Received From</th>
<th>Date</th>
<th>Comment</th>
<th>Forwarded/Responded</th>
</tr>
</thead>
<tbody>
<tr>
<td>R.F.</td>
<td>5/9/19</td>
<td>I ordered a DVD through the library which arrived yesterday. Since my DVD player at home is not hooked up (long story) I decided to watch the film on one of the library’s computers. Oops no can play a DVD.</td>
<td>J.H.</td>
</tr>
<tr>
<td>E.L.</td>
<td>5/20/19</td>
<td>Teach Majong game</td>
<td>SMK</td>
</tr>
<tr>
<td>A.C.</td>
<td>5/20/19</td>
<td>I think it would be cool if you could design your own library card.</td>
<td></td>
</tr>
<tr>
<td>P.M</td>
<td>5/30/19</td>
<td>I recommend that the Library offer a speed reading class for seniors. I seem to be slowing down and maybe others are too.</td>
<td>SMK</td>
</tr>
<tr>
<td>To FOL 944-6509</td>
<td>5/30/19</td>
<td>I love to buy your postcards of old Port Washington in they were in color (like on the wall)</td>
<td>A.B.</td>
</tr>
<tr>
<td>B. M.</td>
<td>5/30/19</td>
<td>Would it be possible for the library to purchase a microwave oven for the Lapham room Kitchen? Many groups benefit from this convenience.</td>
<td>K.K.</td>
</tr>
<tr>
<td>D. H.</td>
<td>5/30/19</td>
<td>Would love the reserve books on a nightery shelf system.</td>
<td>J.G.</td>
</tr>
</tbody>
</table>
Children’s Services - Board Report
January 2019- April 2019

1-2-3- Play with Me, Baby Rhyme Time, Preschool Storytime, Ready Set Storytime, Sing and Swing Story Time and Tummy Time continue to be part of our regularly scheduled programs and are wildly popular. Our patrons can’t get enough of our wonderfully talented librarians who run each of the programs. We still find it necessary to have a limit of 50 participants in all our non-registered story programs!

The children’s staff also does a lot of outreach going to the Children’s Center across the street, Child’s World, St. Peters, Temple Beth Israel, Chabad, as well as other preschool programs. This season Lesley Siegel visited the Littig House. We hadn’t been there in many, many years. The kids at Littig were very receptive to the storytime and we envision that this was the first of what we hope will be many visits. As in the past we also went to all the elementary schools and St. Peters in March/early April to talk both about the Great Library Card Adventure and our summer programs.

The following are highlights from both some of our new in-house programs and vacation shows. Please enjoy my mostly pictorial report. As the saying goes “a picture is worth a thousand words.”

Children’s Programming Highlights

Collaboration with Parent Resource Center
Earlier this year we were approached by someone from the Parent Resource Center with an interesting problem. The parent’s of children who attended their classes for the youngest age group on Thursday morning were having trouble separating from their kids. We brainstormed with them and were able to come up with a program during that time period in which the parent’s would come to us. Every Thursday morning from 9:15-10:30 a group ranging from 2-6 individuals come to the children’s workshop room where they can just talk, look at some resources, or color. Before Valentine’s Day they made a Valentine Craft. Parent Resource Center pays for the craft supplies. A few weeks into the program we were able to add crocheting to the available activities. Patti Paris who is also an ESL instructor and part-time librarian volunteered to teach them how to crochet!
Tweens’ Knitting Workshop
In a series of three sessions in January, Mary Alice Kohs (you might recognize her name from the FOL board) volunteered to teach kids the basics of knitting. The kids loved it so much that she is going to teach a summer session as well.

Baby Sign Language
A two session program in January was presented by Little Hands (say so much). Babies are able to learn simple sign language motions before they can talk. This helps make things less frustrating for both them and the grownup they are trying to communicate with. For example, they might not be able to say “I am hungry” but they can learn the sign for hungry.

Sorry, but we were so busy watching the babies sign that we forgot to take pictures! It was so cute!
February 1: Chinese Dance
Ling Tang presented classical Chinese and ethnic dance using traditional costumes and props. Participants were able to interact with Ling by using unique dancing props such as fans, ribbons and handkerchiefs.

February 5: Tweens Night Out: Self Portrait Collage
Following an activity in the book that was discussed at the January 29th 5th-6th grade book discussion (The Perfect Score by Rob Buyea) participants of this Tweens Night Out made collages that incorporated pictures that they felt represented their own personalities.
February 19: Music Technology with Brent Daniels
Award-winning composer, sound designer and recording artist, Brent Daniels uses the latest in music technology to sculpt and create music. His one-of-a-kind performance along with audience participant was truly entertaining.

Bloxels Workshop
This class continues to be popular whenever it is offered. With sessions held in January and another session in February, James Hutter and his staff taught kids how to create and play their own pixel games.
February 21: Mr. Fish Fantastic Forces
Gravity, forces, sound waves, air pressure and flight were demonstrated and explained by the ever-entertaining Mr. Fish. Good thing we have high ceilings in the Lapham Room!

February 22: Book Folding Craft
While upcycling old books participants were instructed in how to make a cute hedgehog.
February 23: Drop in Craft
Using recycled materials participants were able to design a one-of-a-kind craft.

March 19: A Kitchen is Now in the Children's Room
Without needing any permits or architectural drawings a toy kitchen was installed in the children's room. It has been WILDLY popular!
March 24: Steam Event
Families of kids of all ages were invited to the library for an afternoon filled with science, creativity, and innovation. Thank you new board member, Adrienne Saur for helping connect the library with so many fabulous presenters.
March 31: Intergenerational Bus Trip
Thanks to the support of the Tepper Intergenerational Fund this year’s bus trip was a behind the scenes tour to NBC Studios. Participants learned about the TV production process first hand as they produced and starred in their own television segments that were then available to download for free. These are links to the two segments they produced while in the Studio:
http://onair.thetouratnbcstudios.com/F3E65CFC
http://onair.thetouratnbcstudios.com/A62E0E23
The Great Library Card Adventure: Escape the Children's Room
Now in its 17th year the Great Library Card Adventure continues to evolve. This year we added an Escape the Room twist. Participants had to help find Port Washington’s first librarian Wilhemina Mitchell's missing library card or they would not be allowed to escape the children’s room. Nancy Wright from the FOL came in to test her skills. Hopefully some of you had a chance to come in and play. It was so much fun! 817 players visited us during the month of April with second graders winning by only 6 players. Luckily registration was computerized this year making the final stats foolproof. There was also a selfie-station at the end of the games which players enjoyed.
April 20: Earth Day Craft
Children enjoyed making a craft in celebration of Earth Day using upcycled cd’s.

April 23: Casey Carle’s Bubblemania
Who can resist bubbles? Casey Carle presented a soapy spectacular combining artistic skills, visual comedy and tons of intricate, iridescent bubbles!
April 26: Poetry Workshop
High school student and creative writing enthusiast, Kaitlin Caginalp was back to present another poetry workshop to 4th-6th graders. Participants wrote poems about nature and then created artwork from found material to showcase their work.

April 30: Dia De Los Ninos
Participants enjoyed listening to stories and playing Loteria (a Mexican bingo game) with staff members Jessica Jansen and Javiera Arenas.
Read and Reach
How could I get even more exercise into my day while helping children grow a love for exercise as well? Why offering an exercise class to kids of course! Meeting for a total of 4 classes during the month of May children in grades 3-5 were able to enjoy all sorts of games that involved exercise. We even went out to the driveway for one class to play some sidewalk Twister.
Baby Rhyme Time
While not a new program for us I couldn’t resist including some of the adorable photos from the classes. They also include photos from the week that a yoga instructor was present.
May 7: Planting in the Children’s Garden
An annual tradition, the Tuesday Afterschool program sponsored by the Education Foundation planted annuals in the Children’s Garden.

Lego display
What started as a single Lego Display during national Lego month in January (with a display from high school student Amanda Cotumaccio) has seemed to have snowballed into a monthly Lego display from some of our younger Lego enthusiasts. Below are two groups of siblings that have each had a month of their Legos on display in the Children’s Room.
May 16: Little Free Library Ribbon Cutting
On May 16 we had an official ribbon cutting for our two Little Free Libraries. One is at the Port Washington Train Station and one is in front of Alper’s Benjamin Moore store on Irma Avenue. Because there is never enough laughter in the world I thought it would be a fun event to host and our staff agreed. Complete with a HUGE scissor that we borrowed from the Chamber of Commerce we first cut a ribbon at the LFL in front of Alper's then with Reno Bracchi in the lead playing a guitar we all followed him across the street playing kazoo’s, noise makers and blowing train whistles. The police department provided two crossing guards so that we could arrive safely. The kids who participated in the making of the LFL cut the ribbon at the train station. Afterwards there was cookies and chocolate, a table with information about library programs and a raffle. A big shout out to the many staff members who helped make this day special. This day wouldn’t have happened without the help from Jean Bennett, Laurie Cotumaccio, and Sharon Maier-Kennelly.

To date the LFL at Alper’s has given out over 200 books and the LFL at the train station over 300 titles. All titles have been donated. The one negative is that the train station’s LFL is doing such tremendous business (I am even a little suspicious of it) that it has become a chore to keep it filled. Anyone looking to help let me know!
Continuing Education

Believe it or not when not providing excellent service or programing in the children’s department we also have time for continuing education. During these last few months some of the classes attended were about the Importance of Play, The Marvelous Mysterious Middle Schooler, Serving Families with Young Children, Preparation for the Summer Reading Club, Mother Goose on the Loose: Planning & Parenting High Quality Early Literacy Programs Based on the MGOL Method and many more. We always share what we learned with each other at our Wednesday departmental meetings. Please let me know if you would like to hear a summary or read a report on any of the programs that we attended. what follows are a few summaries.

In Memory Of Lucy Salerno
This report is dedicated to my dear friend and colleague Lucy Salerno who passed away on Monday, May 6th. She was loved by many people and will never be forgotten. She was truly the kindest most caring person I ever knew. She loved to make fun of me whenever I had to sit down and write my board report. I can still here her say “you’ve got some job.” And you know what, board report aside, I have the best job in the world! Love you Miss Lucy!

Submitted By:
Rachel S. Fox
Children’s Services
<table>
<thead>
<tr>
<th>PORT WASHINGTON PUBLIC LIBRARY STATISTICS - 3rd QUARTER 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CIRCULATION</strong></td>
</tr>
<tr>
<td>JANUARY</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>21,937</td>
</tr>
<tr>
<td><strong>E-BOOKS</strong></td>
</tr>
<tr>
<td>3,067</td>
</tr>
<tr>
<td><strong>TOTAL CIRCULATIONS</strong></td>
</tr>
<tr>
<td>25,004</td>
</tr>
<tr>
<td><strong>TOTAL QUESTIONS</strong></td>
</tr>
<tr>
<td>8,331</td>
</tr>
<tr>
<td><strong>PATRONS ENTERING LIBRARY</strong></td>
</tr>
<tr>
<td>35,259</td>
</tr>
<tr>
<td><strong>ITEMS BORROWED</strong></td>
</tr>
<tr>
<td>2,928</td>
</tr>
<tr>
<td><strong>ITEMS LOANED</strong></td>
</tr>
<tr>
<td>2,458</td>
</tr>
<tr>
<td><strong>SERVICES</strong></td>
</tr>
<tr>
<td>Adult Computers</td>
</tr>
<tr>
<td>2,733</td>
</tr>
<tr>
<td>Children's Computers</td>
</tr>
<tr>
<td>753</td>
</tr>
<tr>
<td>YA Computers (MAC)</td>
</tr>
<tr>
<td>168</td>
</tr>
<tr>
<td>Online Databases</td>
</tr>
<tr>
<td>7,612</td>
</tr>
<tr>
<td>Tutor.com</td>
</tr>
<tr>
<td>98</td>
</tr>
<tr>
<td>Home Visits</td>
</tr>
<tr>
<td>12</td>
</tr>
<tr>
<td>WebSite Visits</td>
</tr>
<tr>
<td>25,290</td>
</tr>
<tr>
<td><strong>PROGRAMS OFFERED</strong></td>
</tr>
<tr>
<td><strong>Adult</strong></td>
</tr>
<tr>
<td>77</td>
</tr>
<tr>
<td><strong>YA</strong></td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td><strong>Children</strong></td>
</tr>
<tr>
<td>49</td>
</tr>
<tr>
<td><strong>ESOL</strong></td>
</tr>
<tr>
<td>108</td>
</tr>
<tr>
<td><strong>Non-Library</strong></td>
</tr>
<tr>
<td>23</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td>263</td>
</tr>
<tr>
<td><strong>PROGRAM ATTENDANCE</strong></td>
</tr>
<tr>
<td><strong>Adult</strong></td>
</tr>
<tr>
<td>1,499</td>
</tr>
<tr>
<td><strong>YA</strong></td>
</tr>
<tr>
<td>188</td>
</tr>
<tr>
<td><strong>Children</strong></td>
</tr>
<tr>
<td>1,312</td>
</tr>
<tr>
<td><strong>ESOL</strong></td>
</tr>
<tr>
<td>620</td>
</tr>
<tr>
<td><strong>Non-Library</strong></td>
</tr>
<tr>
<td>729</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td>4,348</td>
</tr>
<tr>
<td><strong>TOTAL COLLECTION ADDITIONS</strong></td>
</tr>
<tr>
<td>1,379</td>
</tr>
<tr>
<td><strong>STUDY ROOM USE (N,S &amp; Quiet)</strong></td>
</tr>
<tr>
<td>1,248</td>
</tr>
<tr>
<td><strong>TEEN SPACE ROOM USE</strong></td>
</tr>
<tr>
<td>1,353</td>
</tr>
<tr>
<td><strong>NOTARIZATIONS:</strong></td>
</tr>
<tr>
<td>People</td>
</tr>
<tr>
<td>173</td>
</tr>
<tr>
<td>Documents</td>
</tr>
<tr>
<td>264</td>
</tr>
<tr>
<td><strong>PATRONS ADDED:</strong></td>
</tr>
<tr>
<td>166</td>
</tr>
</tbody>
</table>

Notes: 4 additional YA macs set up in the Lab for most of 2018

*date prepared 6/3/2019*
Portfest

Sunday, May 19

*This was the first time that Portfest was held on a Sunday, and there was a large crowd. The Lauri Strauss Foundation Walk & Bike Ride and Karmacue were also held on that day, but that did not seem to interfere with the Portfest turnout.

We all wore our new PWPL t-shirts, which was a great way to promote the library and a sense of camaraderie amongst the team. Many people approached us, including several young families who are new to Port Washington. Others just stopped by to tell us how much they enjoy the Library, and in many instances to say hi to Rachel (who many referred to as “my favorite librarian.”)

We brought a plethora of information to the event, including newsletters, programming flyers, and bookmarks that contained information about the wonderful apps that you can access with your library card.

The children’s librarians brought sand and magnetic blocks, which were a big hit and drew young children to our booth. Teen volunteer Lily Labella was there to promote her new literary magazine, Inspired Ink, and she was wonderful at working with the children and promoting the publications to teens.

We also had the 3D printer and a button making machine at the event.

The team took several photographs and posted them on Facebook, encouraging people to come find us at Portfest.

We also raffled off an Amazon Echo (which was donated) and to enter the raffle you had to provide us with your email address. The winner of the raffle was selected, and when he came to PWPL to collect his prize we photographed him and posted about this on Instagram.

This was a great day and a wonderful opportunity to promote PWPL to our community.

Harborfest

Sunday, June 2

This event had a slightly different feel to it as people come to Harborfest from other towns, but it still was a great way to promote PWPL.

We wore our PWPL shirts and our hats for a more distinct look. Lee Anne Timothy from Spectrum designs stopped by, and when she realized that our hats and our shirts were from Spectrum she photographed us for their publicity efforts.

We brought lots of printed materials and giveaways, but we did not bring the 3D printer because we could not get a spot near the electricity. We were also in tighter quarters so it wasn’t as easy to set up the toys for the children. Lily was there again to promote Inspired Ink, and there was a lot of interest, so hopefully this will help her launch. Lesley was a big draw, as so many patrons were happy to see her. One patron recognized Melanie and said she couldn’t thank Melanie enough for her help at the Lab.
We made a lot of great connections with people, again including some families that are new to Port. A few asked for library card applications, which we provided to them. (yea!)

We took staff photos and posted them on FB and Instagram. In addition, we raffled off a bag of books and PWPL items.

PWPL gave away tote bags at both Portfest and Harborfest. Going forward we would like to perhaps provide people with PWPL fans or some sort of cooling item (it’s hot out there!) and perhaps a giveaway for the kids such as a bottle of bubbles with the PWPL logo on them.

Both events were a lot of fun for the staff and a great way to enhance PWPL’s presence in our town. Kudos to Jean Bennett for her meticulous coordination and attention to detail for Portfest and Harborfest.

Respectfully submitted by Laurie Cotumaccio