

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 20, 2024
AGENDA**

BUDGET HEARING

- A. Presentation of the Proposed 2024-2025 Library Operating Budget
 - B. Trustee's Discussion of the Proposed 2024-2025 Library Operating Budget
 - C. Public Comments
-

- I Approval of February 15, 2024 Board of Trustees Minutes
- II Approval of February 2024 Warrants
- III Approval of February 2024 Staff Changes
- IV Financial
 - a) February Financial Report
- V Director's Report
 - a) Professional Facility Conditions Study
 - b) PLA Conference Requests
 - c) Local History Update
 - d) Trustee Training Opportunities
- VI President's Report
 - a) Auditors Report Year Ending 2023
 - b) Election Timeline
 - c) FOL Book & Author – Friday, May 10, 2024
 - d) Long Island Library Conference – May 9, 2024
 - e) Library Advocacy
- VII Assistant Directors Report
 - a) Annual Report Review
- VIII Councils
 - a) Art Advisory Council Minutes – February 14, 2024
 - b) Books for Dessert Advisory Board Minutes – October 30, 2023

(over)

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
FEBRUARY 15, 2024

Attending:	William Keller, Presiding	Patricia Bridges
	Nancy Comer	Michael Krevor
	Adrienne Saur	Matthew Straus
	Sima Vasa	Keith Klang

BUDGET HEARING

Mr. Keller opened the meeting at 7:30 p.m. stating there was no Executive Session. Mr. Keller stated the meeting would begin with the first budget hearing and presentation of the 2024-2025 proposed budget.

OPENING

Mr. Klang reviewed the 2024- 2025 draft Budget Brochure with a page-by-page summary noting the message from the President of the Board would be added to the brochure by next month's hearing. Mr. Klang noted the two percent (2%) tax levy increase and the 3.91 percent (3.91%) budget levy increase. Mr. Klang asked if anyone had any comments or suggestions.

***PROPOSED
BUDGET/
TAX LEVY***

Mr. Keller requested comments from the public. There were no public comments.

***PUBLIC
COMMENTS***

REGULAR MEETING

Mr. Keller requested approval of the January 17, 2024, Board of Trustees minutes. Ms. Comer moved to approve. Ms. Bridges seconded. All agreed.

***APPROVAL OF
MINUTES***

Mr. Keller requested a motion to approve warrants 24-01-07A and 24-01-07B. Ms. Vasa moved to approve. Mr. Straus seconded. All agreed. Mr. Keller requested a motion to approve two payrolls dated January 4 and 18, 2024. Mr. Straus moved to approve. Ms. Vasa seconded. All agreed.

***APPROVAL OF
WARRANTS &
PAYROLL***

The Board discussed the idea of producing the newsletter every other month. Mr. Klang and the Board agreed that this should be tested beginning this summer.

NEWSLETTER

Mr. Keller stated there was one appointment, one departure, and no salary adjustments in the Staff Changes for January 2024. Ms. Bridges moved to approve the staff changes. All agreed.

STAFF CHANGES

Mr. Keller asked if there were any questions regarding the January Financial Report. Ms. Comer moved to accept. All agreed.

***FINANCIAL
REPORT***

Mr. Klang told the Board that there is a tentative plan in place to abandon the fuel tank under the parking lot. It would be emptied as per Nassau County Department of Health guidance, filled with sand or concrete, and then

FUEL TANK

abandoned. This is the least invasive solution and will take approximately three days.

Mr. Klang informed the Board that damaged bushes and shrubs were removed from the Main Street side of the building in front of the Children's Garden. New landscape plantings with a clean and open look will be put in their place in the spring.

**LANDSCAPING
DESIGN**

Mr. Klang read the Election timeline noting Absentee Ballot Applications are available at the Information Desks and on-line. The next Budget Hearing will be on March 20, 2024. A Budget Information Session, and if necessary, a Meet the Candidates Night will be on March 27, 2024 at 7:30pm. Personal Registration Day is April 2, and the Budget Vote/Trustee Election will be on April 9, 2024 from 7:00am to 9:00pm.

**ELECTION
TIMELINE**

Mr. Klang revisited the Library Materials Policy with the Board sparked by a censorship program sponsored by the Friends of the Library. Mr. Klang reviewed the Library's mission, philosophy, and criteria for selecting and withdrawing materials including procedures for controversial materials.

**LIBRARY
MATERIALS
POLICY**

Mr. Klang presented an article on First Amendment Audit procedures. Staff have been trained to treat a visitor who begins filming in the Library as a journalist and give them a tour of the Library.

**FIRST
AMENDMENT
AUDIT**

Ms. Saur gave a brief report from the Outreach Committee's recent meeting. Adult ESOL classes in Manorhaven had great attendance with 40 students and are reaching a younger demographic. Discussions also included the Library's involvement with Residents Forward, Candidates Nights, Farmer's Market, Homework Help, Nautical Council spending, and the Foundation's Roots initiative program.

**OUTREACH
COMMITTEE
REPORT**

Mr. Keller requested a motion to appoint Diana Regino as Chief Election Inspector for this year's election. Ms. Bridges moved to approve. Mr. Straus seconded. All agreed.

**CHIEF ELECTION
INSPECTOR**

Mr. Keller moved to accept the Property Tax Form noting there will be no override of the cap in the fiscal year ending 2025.

**PROPERTY TAX
CAP**

Mr. Keller gave a brief report on Advocacy Day stating approximately 30 advocates from Nassau libraries travelled to the State Capital on February 7th as did 3 members of NLS staff. Ms. Davidoff represented the Library staff. A letter will be sent to Assembly and Senate leadership requesting increases in their budget proposals for Library Operating Aid and for Library Construction Aid.

ADVOCACY DAY

Mr. Keller gave a brief report from the NLS Board indicating that NLS' building needs a lot of work. Trustee Training will continue to be provided by NLS. NLS is rated one of the top Library Systems for loaning downloadable ebooks and audiobooks in the country.

**NLS BOARD
REPORT**

Mr. Hutter reported that early voting had a tremendous turnout. Mr. Hutter worked closely with the Board of Elections to help alleviate lines particularly on the last Sunday by moving machines to the Lapham Room. Even with a snowstorm on Election Day, 700 residents voted at the Library.

EARLY VOTING

Black History month was celebrated with an Art lecture by Joshua Johnson; a program on Madam C. J. Walker the first self-made black millionaire; a program on Sculptor Edmonia Lewis and painter Henry Ossawa Tanner; and another lecture on The Harlem Renaissance and Transatlantic Modernism.

**FEBRUARY
PROGRAMS/
EVENTS**

The AARP Tax Help program is filling up.

Mr. Keller noted the Art Advisory Council minutes of January 10, 2024.

AAC MINUTES

Mr. Keller noted the Foundation minutes of November 6, 2023 and the December 31, 2023 Financial Report.

FOUNDATION

Mr. Keller noted the Friends of the Library minutes of January 10, 2024.

FOL MINUTES

Mr. Keller noted the 2nd Quarter Statistics for October, November, and December 2023.

**2ND QUARTER
STATISTICS**

Mr. Keller noted the correspondence from the Village Historian and Landmarks Commissioner date January 16, 2024 furnishing the Library's Local History Center with a new downloadable book covering the Flower Hill area. Mr. Keller noted the Patron Comments from January.

**CORRESPOND-
ENCE**

Mr. Hutter informed the Board that administration met with IT and were able to get a Google Search bar added to the website as a non-profit organization. The search bar will need further tweaking but invited the Board to give it a try.

**GOOGLE SEARCH
BAR**

Mr. Klang revisited the printing signage on the copy machines and stated that laminated cards would be attached to the machines.

**COPY MACHINE
SIGNAGE**

Mr. Klang requested the Board approve the Reference Check Policy to be incorporated into the Library Policy manual. Ms. Bridges moved to approve. Mr. Straus seconded. All agreed.

**REFERENCE
CHECK POLICY**

Ms. Ana Zelaya represented the Staff Association at this meeting. Ms. Zelaya had no comments. The Board thanked her for attending and welcomed her as a new employee.

STAFF ASSOC.

There were no Public Comments.

**PUBLIC
COMMENTS**

Ms. Bridges motioned to adjourn. Mr. Straus seconded. All agreed.

ADJOURNMENT

**PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
FEBRUARY 2024 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
24-2-05A	\$ 234,429.04
24-2-08B	\$ 41,123.06
Warrant Total	<u>\$ 275,552.10</u>

<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
2/1/2024	\$	140,383.45	\$	101,754.72	\$	-	\$	42,990.13
2/15/2024	\$	142,816.39	\$	102,245.32	\$	2,076.75	\$	43,158.27
2/29/2024	\$	154,286.88	\$	106,340.47			\$	43,622.61
PAYROLL TOTAL	\$	<u>437,486.72</u>	\$	<u>310,340.51</u>	\$	<u>2,076.75</u>	\$	<u>129,771.01</u>

Prepared By:
Mayra Fenig
Finance Department

DOCUMENT PLACE
HOLDER



Mei Wo Design

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t | 631. 877. 0555
e | pcheng@meiwo-design.com

March 13, 2024

Keith Klang, Library Director
Port Washington Public Library
1 Library Drive
Port Washington, NY 11050
[Via email: kklang@pwpl.org](mailto:kklang@pwpl.org)

Re: Proposed Professional Facility Conditions Study
for Port Washington Public Library

Dear Keith:

It was a pleasure meeting with you to discuss some exciting future upgrades planned for the Port Washington Public Library. We thank you for the opportunity to provide this proposal for professional services in connection with this project.

Based on our meeting on 1/30/2024, it is our understanding that the Port Washington Public Library had completed a Facility Conditions Survey for its ±59,400 sq. ft. facility in 2017 which included a 5-year Prioritized Maintenance Plan. The Library would like an updated Facility Conditions Study to assess the current building and site conditions.

Mei Wo Design can provide a Conditions Study to evaluate the building systems of the existing Library building located at 1 Library Drive, Port Washington N.Y., and prepare a Facility Conditions Report with existing floor plans and a magnitude of costs for the facility maintenance and recommended improvements for the Library's Long Range Planning purposes. The report will be based on the previous Conditions Study prepared by H2M architects + engineers dated 7/17/2024.

It is our further understanding that the project being proposed is anticipated to be funded by capital accounts and no referendum services will be required; and that any proposed construction must be phased in order to accommodate the Library's continual operations for the duration of the construction process.

We were informed by the Library that existing as-built drawings (floor plans and elevations) in print can be provided, however AutoCAD or Adobe Acrobat files are not available. If it is desired by the Library, Mei Wo Design can perform field measurements and prepare as-built drawings using AutoCAD 2023 software as an Optional Service under Task III below, for use as background drawings for future construction projects. After the drawings are complete, we will provide you with a DVD including both .pdf and .dwg formats of the drawings.

Schematic Design, Construction Documentation, Bidding or Construction Phase services are not included in this fee proposal. Should the project move forward, a separate proposal for these services can be provided upon request.

Based upon the aforementioned, we propose to provide the following services:

A. Scope of Services:

Task I – Existing Conditions Survey

1. Conduct a site visit to document and assess existing building systems and conditions, including the following:
 - Existing walkways and parking areas
 - Existing envelope – roof, façade, windows, and doors
 - Interior building construction and finishes
 - Accessibility and building code compliance
 - Structural systems
 - Mechanical systems – heating, ventilation and air conditioning
 - Electrical systems – lighting, power and elevator
 - Plumbing systems
 - Fire Protection system – fire alarm and fire sprinkler system

Note that the survey is limited to visual inspection of the building and no destructive investigations (such as probes, excavation, test pits, scans, etc.) will be performed.

Task II – Facility Conditions Report

1. Perform a code analysis of the existing property by reviewing the NYS Building Codes and Incorporated Village Baxter Estates Zoning Ordinance to confirm code compliance and determine limitations that may affect the scope of work.
2. Mei Wo Design will assemble a Conditions Report of the said property, including the following items:
 - A list of deficiencies and recommendation for remediation.
 - An overview of the code relevant to the building and their specific requirements that pertain to its use.
 - Photographs of conditions observed.
 - Scope narrative summary describing existing systems.
 - A detailed cost estimate for work items identified and categorized by priority.

Upon completion of these phases, it is anticipated that the Port Washington Public Library will have sufficient information to make informed budgetary planning decisions and to consider the suggested remedial work as future projects.

Task III – Electronic As-Built Drawings (Optional Service)

1. Conduct a site visit to visually assess and confirm existing conditions, based on the as-built drawings provided by the Library. Document areas with photographs.
2. Input field measurements of existing conditions (including floor plans and exterior elevations) on AutoCAD 2023 for use in future alteration projects.
3. Prepare a plot plan using AutoCAD 2023 based on the survey provided by the Library's surveyor.
4. The as-built drawings in both .pdf and .dwg formats will be provided to the Library electronically.

B. Compensation Schedule:

I. Base Services

Mei Wo Design can perform these services of Tasks I through III on a lump-sum basis:

▪ Task I – Existing Conditions Survey	\$ 1,100	(Lump Sum)
▪ <u>Task II – Facility Conditions Report</u>	<u>14,400</u>	<u>(Lump Sum)</u>
Total Base Services	\$ 15,500	(Lump Sum)
▪ Task III – Electronic As-Built Drawings (Optional)	\$ 3,600	(Lump Sum)

Mei Wo Design will invoice the Library monthly based on the percentage of completed work for each task. It is estimated that the Base Services can be completed within 90 days upon execution of this contract. The Library hereby agrees to tender all reimbursable expenses upon completion of each task.

C. Additional Services:

Identified below are some possible items that may be desired, which are not included in the proposal but that can be provided as additional services in the rate of \$150 per hour:

- Professional Design Services.
- Construction Documents.
- Interior Design and Finish / Furniture Selection.
- Renderings or 3D Fly-throughs.
- Attend additional meetings or make additional site visits, other than those included in the Base Services above.
- Permitting Services.
- Bidding and Solicitation Services.
- Controlled / Special Inspection Services.
- Legal witness or testimony.
- Environmental studies / testing / reports / design
- Site surveying services
- Evaluation and design work to remediate other existing non-conforming construction and building / zoning violations, except those aforementioned.
- Construction Inspection to monitor the construction and make further observations for contractor’s conformance with the Contract Documents.
- Unforeseeable conditions that surface during demolition or construction, such as the presence of hazardous materials (mold, lead, asbestos etc.), or structural damage that needs to be further addressed before construction.
- Any other items not specifically listed within the proposal.

In the event that the project is suspended by the Library, Mei Wo Design shall be compensated for services performed prior to notice of such suspension. When the project is resumed, Mei Wo Design shall be compensated for expenses incurred in the interruption and resumption of our services.

D. Reimbursable Expenses:

Mei Wo Design shall be reimbursed for all normal and customary out of pocket expenses required to complete the work on this phase of the project. Reimbursable expenses shall include the following:

- Drawing Scans, Document Reproduction and Copies.
- Requested Express Mail
- Travel Expenses, including Mileage
- Research and purchase of documents from agencies

E. Additional Terms and Conditions:

- All work shall be performed in accordance with the terms and conditions outlined herein. Invoices will be submitted upon completion of each task as described under Section B above. Each invoice will include a detailed description of services and a breakdown of reimbursable expenses. Payment is due on all invoices within fourteen (14) days of invoice date. Prompt payment will be required to keep the project moving forward on a timely basis. Mei Wo Design reserves the right to suspend work for non-payment of invoices (14) days outstanding from presentation of invoice.
- Hazardous Materials: This agreement does not include Asbestos Inspections or any certifications thereto as may be required. Where same may be required, a Certified Asbestos Investigator shall be retained and will be compensated by the client. Mei Wo Design shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to hazardous materials in any form at the project site.
- Mei Wo Design shall not be responsible for contractor's means, methods, techniques, procedures or sequence of construction, for the safety precautions and programs incident to the work of the contractor(s), or for failure of contractor(s) to comply with laws, rules, or regulations. To the fullest extent as permitted by law, neither Mei Wo Design, nor any of its employees or representatives performing services at the site or elsewhere, shall be liable for any injury occurring on the construction project or site due to breach or disregard of construction safety standards or practices on the construction project or site by the construction contractors or others not under the employment of Mei Wo Design. Mei Wo Design expressly does not assume responsibility for the implementation, discharge or monitoring of safety standards or practices with respect to the construction project or site for anyone other than Mei Wo Design employees.
- Client Provided Information: Mei Wo Design is not required to check or verify client provided information or the technical adequacy or compliance of any portion of the project designed by the client's consultants. Therefore, this firm assumes no responsibility for the accuracy of information provided by the client. The client agrees to indemnify Mei Wo Design for any delays, costs, losses or damages caused by false, inaccurate, or non-compliant information provided by the client or client's consultants.

F. Provided by Owner:

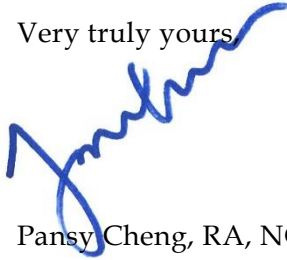
- Survey of property (including utility mark-outs and topography) prepared by a NYS licensed surveyor
- Site borings / test holes (if required)

The offer to perform the proposed services shall remain open for thirty (30) days from the date of the proposal shown above. Extensions of this proposal shall be in writing only.

If the above is agreeable to you, please sign and return a copy of this proposal. Thank you for your interest in our services.

We appreciate the opportunity to work with you on this project. If you have any questions or require further clarification, please feel free to contact me at (631) 877-0555 or pcheng@meiwo-design.com.

Very truly yours,



Pansy Cheng, RA, NCIDQ, LEED AP

Accepted by: _____

Date: _____

PORT WASHINGTON PUBLIC LIBRARY

LEAVE REQUEST

DATE 12/20/23

INSTRUCTIONS: Please type. Complete the request, providing full details of the reason for the request. Submit the form to the first agency indicated in the Routing section below, which will approve or disapprove and pass to the next agency listed, etc. The form will then be duplicated copies will be routed as indicated below. If expenses are approved, it will be necessary for the employee to submit a Conference and Meeting Expense Account form after the leave is completed.

PERSONNEL COPY FINANCE OFFICE EMPLOYEE DEPARTMENT AGENCY HEAD

EMPLOYEE

Name	Melanie Davidoff	Classification	Librarian II
Agency	Computer Services	Position	Head of Computer and Technology

ACTIVITY

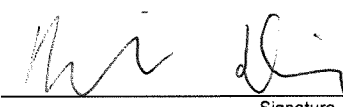
LEAVE REQUESTED		With Pay	Without Pay
<input type="checkbox"/> Meeting	<input checked="" type="checkbox"/> Conference	<input type="checkbox"/> Meeting	<input type="checkbox"/> Conference
<input type="checkbox"/> Special Vacation	<input type="checkbox"/> Program	<input type="checkbox"/> Special Vacation	<input type="checkbox"/> Program
<input type="checkbox"/> Library Time	<input type="checkbox"/> Annual Leave	<input type="checkbox"/> Maternity	<input type="checkbox"/> Extended Illness
<input type="checkbox"/> Other (Specify in Activity)		<input type="checkbox"/> Other (Specify in Activity)	
FROM: 04/02/24	TO: (Inclusive) 04/05/24	FROM:	TO: (Inclusive)

PROJECTED EXPENSES

<input checked="" type="checkbox"/> Transportation	\$ 350.00	<input checked="" type="checkbox"/> Bus/Taxi	\$ 50.00	<input checked="" type="checkbox"/> Registration	\$ 350.00	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Hotel	\$ 750.00	<input type="checkbox"/> Mileage x (65.5c)		<input type="checkbox"/> Refreshments		
<input checked="" type="checkbox"/> Meals	\$ 300.00	<input type="checkbox"/> Tolls/Parking		<input type="checkbox"/> Gratuities		
						TOTAL \$1,800.00

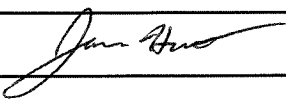
REASON FOR REQUEST PLA Conference 2024 Columbus, OH

I understand and agree to comply with the rules and conditions of this form




 Signature

ROUTING

Signature	Approved	Disapproved	Date	Remarks
Agency Head				
Assistant Director 	✓		1/4/24	
Director				

EXPENSES APPROVED

No expenses approved. Expenses will be approved after the date of the activity upon presentation of appropriate receipts and bills, not to exceed \$



 Director's Signature

PORT WASHINGTON PUBLIC LIBRARY

LEAVE REQUEST

DATE 01/03/24

INSTRUCTIONS: Please type. Complete the request, providing full details of the reason for the request. Submit the form to the first agency indicated in the Routing section below, which will approve or disapprove and pass to the next agency listed, etc. The form will then be duplicated copies will be routed as indicated below. If expenses are approved, it will be necessary for the employee to submit a Conference and Meeting Expense Account form after the leave is completed.

PERSONNEL COPY FINANCE OFFICE EMPLOYEE DEPARTMENT AGENCY HEAD

EMPLOYEE

Name	Kate Monsour	Classification	Librarian III
Agency	Adult Services	Position	Head of Adult Services

ACTIVITY

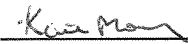
LEAVE REQUESTED		With Pay	Without Pay
<input type="checkbox"/> Meeting	<input checked="" type="checkbox"/> Conference	<input type="checkbox"/> Meeting	<input type="checkbox"/> Conference
<input type="checkbox"/> Special Vacation	<input type="checkbox"/> Program	<input type="checkbox"/> Special Vacation	<input type="checkbox"/> Program
<input type="checkbox"/> Library Time	<input type="checkbox"/> Annual Leave	<input type="checkbox"/> Maternity	<input type="checkbox"/> Extended Illness
<input type="checkbox"/> Other (Specify in Activity)		<input type="checkbox"/> Other (Specify in Activity)	
FROM: 04/02/24	TO: (Inclusive) 04/05/24	FROM:	TO: (Inclusive)

PROJECTED EXPENSES

<input checked="" type="checkbox"/> Transportation	\$ 450.00	<input checked="" type="checkbox"/> Bus/Taxi	\$ 50.00	<input checked="" type="checkbox"/> Registration	\$ 350.00	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Hotel	\$ 750.00	<input type="checkbox"/> Mileage x (65.5c)		<input type="checkbox"/> Refreshments		
<input checked="" type="checkbox"/> Meals	\$ 300.00	<input type="checkbox"/> Tolls/Parking		<input type="checkbox"/> Gratuities		
						TOTAL \$1,900.00


REASON FOR REQUEST PLA Conference 2024. Columbus, Ohio. April 2nd through April 4th.

I understand and agree to comply with the rules and conditions of this form



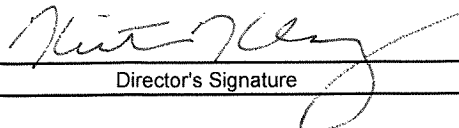
 Signature

ROUTING

Signature	Approved	Disapproved	Date	Remarks
Agency Head				
Assistant Director 	✓		1/4/24	
Director				

EXPENSES APPROVED

No expenses approved. Expenses will be approved after the date of the activity upon presentation of appropriate receipts and bills, not to exceed \$



 Director's Signature

<https://www.nassaulibrary.org/>

You are here: [Home](#) > [Trustee Info](#) > Trustee Info

Trustee Info

NLS extends a huge thank you to all member library trustees for volunteering to help our member libraries remain strong and responsive to the needs of their communities.

Public library trustees have weighty responsibilities and we want you to be as effective as possible. NLS is available for consultations with individual member library boards on a range of topics, including Director-Board relations, strategic planning, financial and fiduciary responsibilities, laws and regulations affecting libraries, and advocacy, among others.

Helpful resources for Boards of Trustees:

Trustee Education

- [Trustee Education Requirements in New York State](#)
- [New York State Library](#). Recorded webinars from the NYSL.
- [Trustee Handbook Book Club](#). Recorded webinars and resources from the authors of the Handbook for Library Trustees of New York State.
- Recorded NLS events:
 - [Civil Service in New York State](#). Ninety-minute presentation on civil service rules and their application to Nassau's public libraries, presented by Henry Waldinger Memorial Library Director Mamie Eng. Recorded 2/15/24.
 - [Defending the Freedom to Read with Jamie LaRue](#). One-hour presentation on censorship and book challenges with former Executive Director of ALA's Office of Intellectual Freedom. Recorded 9/22/23.
 - [Shelf Censorship: Preserving Public Libraries as Free Speech Sanctuaries](#). Forty-minute presentation by Aaron Terr, Director of Public Advocacy at the Foundation for Individual Rights and Expression, at the 2023 NLS Annual Meeting. Recorded 12/6/23.
- [Sample Self-Assurance Form](#). Form to report completion of trustee education activities.

General

- [Handbook for Library Trustees of New York State \(2023\)](#)
- [Minimum Public Library Standards in NYS](#)
- [Regents' Statement on the Governance Role of a Trustee or Board Member](#)
- [Key Acronyms Used in Nassau's Public Libraries](#)

Legal

- [Public Library Law in New York State \(2006\)](#). This publication is a compilation of statutes and regulations in New York State that pertain to public libraries.
 - [Library Laws and Regulations in NYS, 2006-Present](#)

- [Ask the Lawyer Recently Asked Questions](#). Buffalo-based attorney Stephanie “Cole” Adams answers questions from the NY library community.
- [Oath of Office](#). Required for all library trustees, except those of [association libraries](#).

Effective Meetings

- [Robert’s Rules of Order – Simple Motions Chart](#)
- [Open Meetings Law](#)

Library Support Organizations

- [NYLA Library Trustees Association Section](#)
- [United for Libraries: ALA Association of Library Trustees, Advocates, Friends and Foundations](#)
- [New Yorkers for Better Libraries PAC](#)

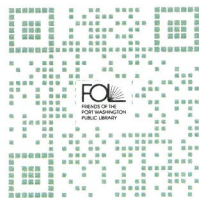
Nassau Library System | 900 Jerusalem Avenue | Uniondale, NY 11553 | Tel: 516-292-8920

~~English~~

ELECTION TIMELINE 2024

Budget Information Session/Meet the Candidates	Wednesday – March 27, 2024
Personal Registration Day	Tuesday – April 2, 2024
Budget Vote/Trustee Election	Tuesday - April 9, 2024

BOOK & AUTHOR RESERVATION FORM



may reserve your sponsorship or individual tickets
NE by visiting pwpl.org/fol/reserve – scan the QR code
e to do so now! – OR fill out both sides of this form
mail with your check. **Reservation deadline is Friday,
19.** Sponsors enjoy special seating for themselves
their guests, other benefits such as a signed book,
recognition at the event and in post-event media. For
sponsorship questions contact VP Margaret DeSiervo at
aretdesiervo@gmail.com or 516-524-5655. For all
other questions contact board member Karen Sloan at
kanyan@gmail.com or 516-428-1104.

10,000 EVENT SPONSOR
table of 10; signed copy of featured book

5,000 AUTHOR SPONSOR
six seats; signed copy of featured book

3,500 BOOK SPONSOR
five seats; signed copy of featured book

2,000 PLATINUM SPONSOR
four seats; signed copy of featured book

1,000 GOLD SPONSOR
three seats; signed copy of featured book

500 SILVER SPONSOR
two seats; signed copy of featured book

250 BRONZE SPONSOR
one seat; signed copy of featured book

Individual ticket. Reserve _____ place(s) at \$125 each.

I would like to purchase 10 tickets to reserve a full table for \$1,250.

I can't attend but would like to show my support with this donation \$ _____

Raffle tickets: Please add \$20 (for 2), \$50 (for 6) and \$100 (for 20). Your raffle tickets will be entered into the drawing at the event. If you do not attend, we will notify you if you win. \$ _____

TOTAL ENCLOSED \$ _____

(A portion of the ticket price may be tax deductible. Consult your tax advisor.)

WHAT ARE FRIENDS FOR...

The FOL, founded in 1966, is the library's longest-serving volunteer organization. We are dedicated to strengthening the ties between the library and the community through fundraising, programming, outreach, and advocacy. The FOL is a 501(c)(3) that provides key financial support to all library departments. These are just some of the popular programs and services we fund:

- Free Museum Passes
- 100 WiFi Hotspots to Borrow
- Library of Games and Gadgets
- Equipment for Podcast Studio
- 3D Printers and Cricut Maker
- Adult Lectures and Author Events
- Tutor.com Online Homework Help
- Free SAT/ACT Prep
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FEATURING
ILYON WOO

*Author of the nonfiction bestseller
Master Slave Husband Wife, one
of The New York Times 10 Best
Books of 2023*



IN CONVERSATION WITH
KELLY McMASTERS
Essayist, author and professor



FRIDAY, MAY 10, 2024
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ILYON WOO

Master Slave Husband Wife
(Simon & Schuster)



Ilyon Woo with just her second book has reached a level of acclaim few writers of history achieve. *Master Slave Husband Wife: An Epic Journey from Slavery to Freedom* tells the remarkable true story of Ellen and William Craft, who escaped slavery in 1848 through daring, determination, and disguise, with Ellen passing as a wealthy, disabled White man and William posing as "his" slave. It is one of the most inspiring self-emancipation stories in American history and already a classic in the literature of slavery.

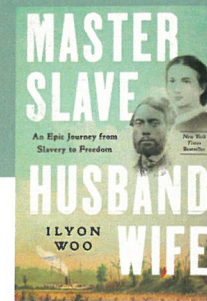
The book has been named one of *The New York Times* 10 Best Books of 2023, a Top 10 Book of 2023 by *People*, and a best book of the year by *The New Yorker*, *Time*, NPR, *Smithsonian Magazine*, *Boston*, Chicago Public Library, and Oprah Daily.

Woo is also the author of *The Great Divorce: A Nineteenth-Century Mother's Extraordinary Fight Against Her Husband, the Shakers, and Her Times* (2010). Her writing has appeared in *The Boston Globe*, *The Wall Street Journal*, *Time*, and *The New York Times*. She has received support for her research from the National Endowment for the Humanities and the American Antiquarian Society, among other institutions. She has been featured on such programs as NPR's *Morning Edition*, *All Things Considered*, and CBS *Sunday Morning*.

She holds a BA in the Humanities from Yale College and a PhD in English from Columbia University, where she first came upon the story of the Crafts. She lives in Cambridge, Mass.

MASTER SLAVE HUSBAND WIFE

What the critics are saying



"A narrative of such courage and resourcefulness it seems too dashing to be true. But it is. . . . The story is so richly dramatic, and Ms. Woo so skilled at spinning it out, that at times it's a genuine nail-biter."

The Wall Street Journal

"Woo's immersive rendering, which conjures the Crafts' escape in novelistic detail, is . . . a feat — of research, storytelling, sympathy and insight."

The New York Times 10 Best Books of 2023

"It's an edge-of-your-seat drama that will leave many wondering why the duo's remarkable story has been so overlooked by history."

Time Magazine Must Reads of 2023

"A gripping adventure . . . suspenseful and wonderfully told. A captivating tale that ably captures the determination and courage of a remarkable couple."

Kirkus Reviews (starred review)

"Woo's history draws from a variety of sources, including the Crafts' own account, to reconstruct a 'journey of mutual self-emancipation,' while artfully sketching the background of a nation careering toward civil war . . . they deserve a permanent place in the national consciousness."

The New Yorker Best Books of 2023

"Woo's biography of the Crafts . . . is meticulously sourced, with every description, quotation and line of dialogue coming from historical materials . . . Yet the author's prose is novelistic, immersing readers in the escape."

Smithsonian Magazine 10 Best History Books of 2023

KELLY McMASTERS

Essayist, bestselling author and editor, professor



Kelly McMasters is an accomplished essayist, professor, mother, and former bookshop owner. She is the author of the Zibby Book Club pick *The Leaving Season: A Memoir-in-Essays* (2023) and co-editor of the ABA national bestseller *Wanting: Women Writing About Desire* (2023). Her first book, *Welcome to Shirley: A Memoir from an Atomic Town* (2008), was one of Oprah's top 5 summer memoirs and is the basis for the documentary film "The Atomic States of America," a 2012 Sundance selection. It tells the story of her hometown, Shirley, Long Island, and the environmental catastrophe of a nearby leaking nuclear laboratory. She also co-edited the anthology *This Is the Place: Women Writing About Home* (2017).

Her writing has appeared in *The Atlantic*, *The New York Times*, *Literary Hub*, *The Paris Review Daily*, and *The American Scholar*, among others. She holds a BA from Vassar College and an MFA in nonfiction writing from Columbia's School of the Arts and is the recipient of a Pushcart nomination and an Orion Book Award nomination.

McMasters has taught at The New School, NYU's Gallatin School, Franklin & Marshall College, and in the undergraduate writing program and Journalism Graduate School at Columbia University, among others. She is currently an Associate Professor of English and Director of Publishing Studies at Hofstra University. She lives in Port Washington.

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Bill Goldstein reviews books and interviews authors for NBC's *Weekend Today in New York* and was the founding editor of *The New York Times* books website. A graduate of the University of Chicago, Goldstein received a Ph.D. in English from the City University of New York Graduate Center. He is the author of *The World Broke in Two: Virginia Woolf, T. S. Eliot, D. H. Lawrence, E. M. Forster, and the Year that Changed Literature*, published in 2017.

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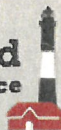
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**Long Island
Library Conference**



Port Washington Public Library
Books for Dessert Advisory Board Meeting

Minutes

October 30, 2023

Present in person: Annmarie Benzinger, Nancy Comer, Linda DiStefano, Suzanne Liff, Elise May, Kate Monsour, Anne Sacks, Evelyn Schonbrun, Marian Weissman

The meeting was called to order at 1:05 p.m.

Prior to meeting, Ms. Comer introduced Linda DiStefano and Suzanne Liff, the two new group leaders, to the rest of the board.

I. Minutes

The minutes from the May 4, 2023, meeting were approved.

II. Financial Report

a. YTD 2023

Ms. Monsour reported that Books for Dessert currently has a balance of \$24,648.64.

b. 2023- 2024 Budget

The board discussed the Books for Dessert program's yearly expenses, which includes leader payments, book purchases, refreshments, and potential events. Ms. Comer explained to the board that all donations earmarked for the Books for Dessert program, except those from the Friends of the Library, are collected by the Library Foundation. Funding is then allotted to the program in installments. Because of the addition of a third Books for Dessert group this fiscal year, we may need to request additional funding from the Foundation.

III. Reports from Leaders

There are more than 21 people that participate in Books for Dessert on Monday mornings and meet in two separate rooms. Ms. DiStefano and Ms. Liff, our new leaders reported that they had considered mixing the participants from different agencies, they ultimately decided to separate the groups based on their sponsoring agencies. The participants come from CMA, AHRC, and the Nicholas Center. While they attend sessions alongside members of the same agency, they are also happy to chat and socialize with new friends before and after the meetings. The leaders stated that everyone in the groups is respectful and helpful. Both groups are reading the same book, *The Orchard* by Catherine Tema Davidson, and are enjoying learning about life on an apricot farm. The leaders are using the large television screens in the meeting rooms to show YouTube videos and play music related to the story. In addition, Ms. DiStefano and Ms. Liff are sharing activity sheets and word searches with their groups to reinforce vocabulary and improve retention.

Ms. Schonbrun reported that her Thursday night group was happy to return after the summer break. Her group of regulars, many of whom have been attending her meetings for 20 years, were joined by two new members, bringing the total number of participants to 10. Ms. Schonbrun's group also includes a Schreiber High School student volunteer, Alexandra Abend, who has been assisting them for two years. They are reading *A Full Circle* by R. Timothy Rush, which shares the history of several generations of Arapaho tribe members through the nineteenth century. They are very engaged with the story and are looking forward to watching the film *Dances with Wolves*, which dramatizes many of the same themes as the book.

IV. Event Programming

a. Meet the Author

The board discussed a potential timeline for an author event. Ms. Benzinger suggested that the event could be planned during the summer and presented in the Fall. Ms. Comer suggested adjusting the timing of the author event so that it would not fall so close to any other major events, such as Theater for Dessert.

b. Theater for Dessert (TFD)

Ms. May shared that many of the participants from Theater for Dessert have approached her in town and asked about doing another play. One of the participants told her that he could still recall one of his most popular lines and shouted "Shit! Shit! Shit!", while smiling broadly. Ms. Monsour reported that many participants have also asked her when the next play will take place. Ms. May stated that the rehearsal process sometimes felt repetitive, as each scene had to be rehearsed many times, but that each day was filled with joy.

Ms. Monsour provided Ms. May, Ms. Schonbrun, Ms. Liff, and Ms. DiStefano with copies of potential Books for Dessert selections. Ms. May stated that she would read them to determine if any titles would be suitable for adapting into a script for Theater for Dessert. She also requested that Ms. Monsour reserve the Lapham Meeting Room for several weeks in the spring for potential rehearsals and a performance.

V. Expanding the Advisory Board

Ms. Comer encouraged board members to suggest potential new members for the advisory board.

VI. Book Collection Update

Ms. Monsour reported that the library has a collection of titles that have been read in Books for Dessert. This collection is housed in the Reading Room in a small shelving unit near the new fiction collection. Unfortunately, items in this collection have not been checked out very often. Ms. Monsour suggested expanding the collection to include other high interest/ low vocabulary titles that would be of interest to patrons outside of the Books for Dessert community. This collection could be rebranded with the name "Quick Reads," which is a popular term in public libraries. She also recommended that a copy of every book read in the Books for Dessert program be kept in an archival collection that would be housed in the Hagedorn Room.

VII. Next Advisory Board Meeting Dates

The next advisory board meeting will be Tuesday January 23, 2024, at 1:00 p.m.

IX: Recognizing Annmarie Benzinger

Before the meeting adjourned, the board joined Ms. Comer in saluting Ms. Benzinger and thanking her for her dedication to the Books for Dessert program for the past 20 years. Ms. Benzinger recently retired from the program, and Ms. Comer presented her with a framed photo of from the end of year party signed by the board and participants from the program. (Please see the photo below).

X. Adjournment

The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Kate Monsour



Friends of the Port Washington Public Library

Not present: Amy Bass, Margaret DeSiervo

Minutes of the February 7, 2024 Hybrid Board Meeting

Pam O'Connell opened the hybrid meeting at 9 AM.

The January 10, 2024 minutes prepared by Lauren Smith were accepted.

Mary Alice Kohs presented the treasurer's report.

Stephanie Meberg discussed the Annual Appeal, reporting that between 1/9-2/5 we received \$2,387 from 19 transactions. YTD (6/1/23-2/6/24) : we received \$48,251 from 312 transactions.

Report from the Library : James Hutter presented the library budget. Computer and maker equipment use has increased and there will be a focus on the Maker space. PWPL staff have received positive feedback for teaching patrons how to use equipment and technology. The library's garage can be used to store Swap books. Early voting at PWPL brings in new potential patrons.

Banned Books Program : Pam reported that this presentation went very well, with 70 attendees in Lapham Room and 40 on Zoom.

FOL U : Fern Treiber and Donna Litke announced that Phillip Lopate will discuss his latest book on Sunday, March 10th. An environmental speaker will be sought for the October 27th fall FOL U.

Paperback Book Swap : Lauren and Sara Edelson welcomed the news concerning storage space allocated for Swap books in PWPL's garage. Adult and teen volunteers will be enlisted for March 23rd. Parent and school groups will be contacted to see if book fairs are to be held in case we might be able to access leftover children's books. The FOL Swap sign-up sheet was circulated.

B&A : Karen Sloan and her committee reported that the sponsor mailing was sent out. We have 4 sponsors so far. Dilia Kamensky will be in charge of raffle tickets which are purchased in advance. Raffle prizes may include an Apple watch, Garden City Hotel brunch and possibly an Americana gift card. Online ticket sales, as advertised in

PWPL's newsletter, will begin March 1st. The book discussed at B&A will be featured at the library's non-fiction book discussion. A short video about FOL, produced by a local organization or group, might be included in the program.

New Business : The proceeds of books sold at Leo Ullman's March 24th children's book event held at Landmark will go to FOL. The Santos book program will be held Wednesday, February 28th at 7 PM. ESOL's Lunar New Year celebration will take place Sunday, February 18th, 1-5 PM.

The meeting adjourned at 10:08 PM.

