PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 1, 2021
AGENDA

I Approval of July 7, 2021 Board of Trustees Minutes

II Approval of July/August 2021 Warrants

III Approval of July/August 2021 Staff Changes

IV Director’s Report
   a) Phase 4 - Re-Opening Safety Plan
   b) Façade/ALC Roof Replacement NYSED Approval – August 23, 2021
   c) Façade/ALC Roof Replacement Assurances Form – Construction Aid Grant
   d) Façade/ALC Roof Replacement H2M Bid Letter – July 26, 2021
   e) Lavatories - Lighthouse Designs Inc - Change Order
   f) Makerspace SAM Grant Funding Resolution
   g) Foundation Un-Gala
   h) Excess Equipment List

V President's Report
   a) Nassau County Virtual Legislative Breakfast – September 24, 2021
   b) NYLA Virtual/In-Person Annual Conference – November 3 – 6, 2021
   c) NLS Training Opportunities

VI Assistant Director
   a) Strategic Plan
   b) WiFi Hot Spots Report

VII Friends of the Library
   a) Minutes of Meetings – June 9, 2021 & July 21, 2021

VIII Councils
   a) Art Advisory Council Minutes – June 9, 2021

IX Correspondence
   a) Patron Comments – July/August

X Staff Reports
   a) Year End Statistics

XI Staff Association

(over)
XII Public Comments

XIII Unfinished Business
   a) Cullen & Danowski Engagement Letter

XIV Adjournment
PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES ORGANIZATIONAL MEETING
JULY 7, 2021

Attending: Patricia Bridges, Presiding
Bill Keller
Adrienne Saur
Sima Vasa

Nancy Comer
Michael Krevor
Matthew Straus
Keith Klang

Ms. Bridges opened the public portion of the organizational meeting at 7:45pm stating the Board met at 7:15 and elected to go into Executive Session to discuss staffing.

Ms. Bridges administered the Oath of Office to Ms. Nancy Comer and Mr. William Keller as trustees for five-year terms. Ms. Moessner will give the Oath of Office to Mr. Michael Tomicich upon his return. Ms. Moessner took the Oath of Office for District Clerk for the 2022 election. The Board congratulated all.

Ms. Bridges requested approval of the June 16, 2021 Board of Trustees minutes. A change is required on the general budget transfer sheet that was approved last month to reflect year ending June 10, 2021. Mr. Keller motioned to approve as amended. All agreed.

Ms. Bridges requested approval of warrants 21-06-12A and 21-06-12B Mr. Keller motioned to approve. All agreed. Ms. Bridges requested an approval of two payrolls dated June 10 & June 24, 2021. Ms. Comer motioned approval. All agreed.

Ms. Bridges noted there were two departures in the Staff Changes. Mr. Keller motioned to approve. All agreed.

Ms. Bridges requested a motion to approve the General Municipal Law – Section 104b relating to attorney, accountant, auditor, and technology specialist consultants. Mr. Keller motioned to approve as amended by counsel with regards to the auditing services that were sent out for bid this year. All agreed.

Ms. Bridges requested a motion to accept the Investment and Purchasing policies. Mr. Keller motioned to approve. All agreed.

Ms. Bridges requested approval of Bond, Schoeneck & King General Counsel Services June 9, 2021 proposal for the fee of $12,000. Mr. Straus motioned to approve. All agreed.

There was a discussion of the management responsibilities paragraph in the Cullen & Danowski Accounting Services proposal for a fee of $60,000 dated June 9, 2021. Ms. Bridges motioned to approve upon confirmation that this is the language used in prior contracts or as amended by Cullen & Danowski. All agreed.
Ms. Bridges requested approval of Gryphon Technologies 2021-2022 proposal dated June 1, 2021 in the amount of $60,086. Ms. Comer motioned to approve. All agreed.

Ms. Bridges requested a motion to approve the 2021-2022 Rynkar, Vail & Barrett, LLP proposal dated May 20, 2021 for auditing services in the amount of $19,000. Mr. Keller motioned to approve. All agreed.

Ms. Bridges requested a motion to approve the appointment of Mr. Klang as the Investment Officer. Mr. Keller motioned to approve. All agreed.

Ms. Bridges requested a motion to approve the appointment of Mr. Klang as the Purchasing Agent. Mr. Straus motioned to approve. All agreed.

Ms. Bridges motioned to approve the reappointment of Michael Tomicich as the Library Treasurer for 2021-2022, who will be sworn in within 30 days. All agreed.

Ms. Bridges motioned to appoint Lynn Moessner as District Clerk for the 2022 Budget and Trustee Election. Mr. Straus motioned to approve. All agreed.

Ms. Bridges received the nominating committee report as provided by Ms. Saur.

Ms. Saur motioned to appoint Ms. Comer as Recording Secretary. Mr. Keller seconded. Ms. Comer abstained. All others agreed. Ms. Saur motioned to appoint Ms. Vasa as Vice President. Ms. Vasa abstained. Ms. Saur motioned to appoint Ms. Bridges as President. Ms. Bridges abstained. All others agreed.

Ms. Bridges requested a motion to accept Sterling National Bank as the Library’s depository for 2021-2022. Mr. Keller motioned to approve. All agreed.

Ms. Bridges requested a motion to approve $150 in Petty Cash to be kept in the Finance Office. Ms. Vasa motioned to approve. All agreed.

Ms. Bridges requested the Board sign the Library Officer and Employee Code of Ethics and Conflict of Interest Policy form for the 2021-2022 fiscal year and return to Ms. Moessner.

Ms. Bridges requested a motion to approve the resolution dated July 1, 2021 for prepaid services. Mr. Keller motioned to approve the resolution. All agreed.

Mr. Klang requested the Board’s approval of the Library’s 2020-2021 Holiday Schedule. Ms. Vasa motioned to approve the holiday schedule as presented. All agreed.

Mr. Keller motioned to approve April 5, 2022 as next year’s Personal Registration Day for the Budget Vote/Trustee Election. All agreed.
Mr. Klang reported the tentative date of October 3, 2021 for the Foundation’s Un-Gala event.

Mr. Klang noted the minimum standards for New York State Libraries requires that the Board review and approve the policy manual every five years. The Policy Committee did an exhaustive review and found several items that need to be reviewed by counsel. Ms. Bridges requested the Board send any further comments to Ms. Moessner in a few days. The Index and Table of Contents will be updated following approval. Mr. Krevar motioned to substantively approve. All agreed.

Mr. Klang noted the result of the Façade and ALC roof repair bid. One bid was received from Stalco in the amount of $809,000.

Ms. Bridges requested a motion to approve the resolution for Confidential Employees for the fiscal years 2021 through June 30, 2023. Mr. Keller motioned to approve. All agreed.

Ms. Bridges requested that invoices be approved by alternating Board members and that checks be signed by the Treasurer with the exception of the Treasurer’s check which will is approved by a Board member. Ms. Vasa motioned to approve the amended Review of Internal Controls. All agreed.

The Board had a brief discussion of the early September meeting. Mr. Keller motioned to approve the Board of Trustees Meeting Schedule for 2021-2022. All agreed.

Ms. Bridges requested approval of the Warrant Signing Schedule for 2021-2022 noting that if necessary, dates can be swapped. Ms. Vasa motioned to accept. All agreed.

Ms. Bridges requested a motion to approve the Committee Appointments for 2021-2022 which can be changed upon request. Ms. Bridges noted that the Library will post committee meetings and any meetings of 3 or more trustees on the Library events calendar. Ms. Vasa motioned to approve. All agreed.

Ms. Bridges read the Facility and Technology Goals and Objectives for 2021-2022. Ms. Vasa motioned to approve. All agreed.

Mr. Hutter reviewed strategic goals. Mr. Klang and Mr. Hutter finalized the specific activities that the Library will use achieve to these goals and they were sent to Nicole Scherer today. Ms. Scherer will put everything together in a formal package that will be presented to the Board in September.

Mr. Hutter gave an in-person services update stating the Library has restored social distanced seating in the north wing, south wing and mezzanine areas allowing private study or for students to work together.
Computers are once again available in the Makerspace Lab. Socially distanced workstations have been setup and 11 computers are in use. The Reading Room has been freed up, and comfortable seating for browsing magazines, newspapers or books has been restored. Teen space is now open.

The café will open with coffee and snack machines on August 1\textsuperscript{st}. A vendor will take care of re-stocking and maintaining the machines. They will collect monies and the Library will receive a check for a commission percentage.

Art exhibitions have returned to the Art Gallery and the Columns Gallery has historic photos displaying Life Along Manhasset Bay which is a promotional vehicle for our Along Manhasset Bay book and walking tour. This exhibit was made possible by a generous donation from the Virginia Martus estate.

The Meescan self-checkout app for Apple iPhone and Google Android has launched, allowing patrons to check out items via their smart phones.

The Library has partnered with Littig House to provide hot spots in the park and for lending to families in need.

One of the Library’s Little Free Library has been relocated to Manorhaven Village Hall.

Lighting upgrades in the Lapham Room will greatly enhance programs both virtually and in-person.

Ms. Bridges requested a motion to approve all Council members for 2021-2022 for the Art Advisory Council, the Children’s Advisory Council, the Health Advisory Council, the Music Advisory Council, the Nautical Advisory Council. Mr. Keller motioned to approve. All agreed.

Ms. Bridges requested approval of the Books for Dessert Advisory Board members for 2021-2022. Ms. Vasa motioned to approve. All agreed.

Ms. Bridges motioned to accept ESOL tutors for 2020-2021. All agreed.

Ms. Bridges requested a motion to approve the Foundation Board Members for 2021-2022. Mr. Straus motioned to approve. All agreed.

Ms. Bridges noted the Friends of the Library Board Members for 2021-2022.

Ms. West was the Staff Association representative via Zoom. Ms. West had no comments.

There were no Public Comments.

Ms. Bridges motioned to adjourn. All agreed.
## Warrants to be Voted On

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**Warrant Total:** $ 664,879.69

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**Payroll Total:** $ 270,393.32 $ 184,951.26 $ 299.00 $ 78,769.54

Prepared By:
Paul Thomaidis
Finance Office
PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
AUGUST 2021 REPORTS

WARRANTS TO BE VOTED ON

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Warrant Total $ 226,122.57

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PAYROLL TOTAL $ 263,073.21 $ 180,484.84 $ 604.95 $ 76,297.43

Prepared By:
Pual Thomaidis
Finance Office
‘PWPL Ahead’

PWPL’s Reopening Workplace Safety Plan

Created May 2020

(Revised September 2021)

Created by PWPL’s Safety Committee
The Port Washington Public Library (PWPL or Library) Board of Trustees is authorized to take the steps necessary to serve the community under its mission, with the health and safety of the Library staff and patrons as its main priority. Therefore, the Board of Trustees has adopted this Reopening Workplace Safety Plan, as part of a review and assessment of potential risks, effective June 17, 2020 (re-adopted after updates on September 1, 2021).

The primary goals of this policy are to safeguard the health and well-being of all our staff and patrons. Our duty is to ensure that we provide reasonable access to Library services while still protecting our employees and community. By taking the measures outlined in this Plan, we will reduce the risk of infection in, around, and on Library property, materials and all equipment used by Library staff and patrons.

**People, Place, Process**

The reopening of PWPL will occur over four “Phases,” keeping in mind the People, Place, and Process considerations outlined in New York State’s “NY Forward” plan. The timeline listed for each phase will be in accordance with all Executive Orders and other laws, rules, and regulations applicable to the Library. PESH (Public Employee Safety and Health) guidelines for employees to return to work and the Center for Disease Control and Prevention (CDC) guidelines for best practices to keep the staff and public safe, will be followed.

**PEOPLE** – Includes: Employees & Patrons; Gathering Size; Social Distance; Mental Health & Wellness; Vulnerable Populations

**Patron Policies: Personal Protective Equipment (PPE) Policy:**

- A face covering is strongly recommended for all visitors 2 years of age and older.
- A face covering will be required at all times while on library property (including outdoor areas) for all visitors over 2 years of age who are not fully vaccinated.
- Proper-fitting masks and face coverings may be cloth or any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.
- Individuals who are not fully vaccinated and cannot medically tolerate the wearing of a mask or face covering are asked to contact the Library before visiting so reasonable accommodations for services can be worked out.

**Patrons Policies: Guidelines for Library Conduct:**

- Patrons are not permitted to approach other patrons to comment, confront or question their PPE or distancing practices. Concerns regarding the practices of other patrons should be handled by Library staff only.
• Patrons should not enter the Library if they have any COVID symptoms.
• Along with wearing proper PPE, the Library will strictly enforce social distancing guidelines of at least 6 feet between all individuals on Library property.
• Hand sanitizer and/or hand sanitizer stations will be provided for use.
• Patrons refusing to adhere to this policy will be warned or requested to leave the Library, and may also be subject to corrective action, including possible banning, as outlined in the Library’s Code of Conduct.

Vendor and Outside Consultant Policies: PPE

• Vendors and outside consultants are required to wear a proper-fitting mask or face covering at all times while in the Library.
• Proper-fitting masks and face coverings may be cloth or any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
• Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.

Staff Policies: PPE

• All staff, regardless of vaccination status, are required to wear a proper-fitting mask or face covering at all times while on Library property (including outdoor areas), inside the Library facility, and when interacting with other staff and/or patrons inside the Library facility. Any staff member who does not have their own face mask or shield will be provided with one upon entering the Library.
  • All staff are required to wear a proper-fitting mask or face covering at all times, even if they have received a vaccine.
• Staff will be required to view a safety webinar, based on CDC guidance, and participate in any training designated by the Library Director and/or Board of Trustees.
• Proper-fitting masks and face coverings may be any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
• Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.
  • All custodial staff must maintain a daily cleaning/disinfecting log.
• The Assistant Director will act as coordinator to field all questions regarding COVID-19 from staff.
Staff Polices: Guidelines for Returning to Work

• All staff must ensure that they are healthy when reporting to work. Employees must not have any symptoms or fever. Anyone who does not appear well will be sent home or to seek medical attention. Staff may be screened/questioned before starting work each day as to whether they have tested positive for COVID-19 in the past 14 days, or have had COVID-19 symptoms in the past 14 days, or have had close contact with a confirmed or suspected COVID-19 case in the past 14 days. Staff members may be sent home depending on the answers to these screening questions.

• Any staff members who live with or are in close contact with a person with COVID-19, or who test positive for COVID-19, must notify the Library Director that they are not able to report to work and the reason why. The Library Director will be responsible for tracing efforts.

• Staff will have access to an isolated space on-site if feeling unwell, and unable to immediately go home.

• Staff members who have traveled to high-risk areas may be quarantined.

• Staff levels will remain compliant with applicable Executive Orders (e.g., 50%)

• All employees and patrons will keep a 6 ft distance from each other.

• Employee hours will fall within 6AM-11PM on weekdays, 8AM-6PM on Saturdays and 8AM-7pm on Sundays, or as needed in emergencies. Hours are subject to change. Breaks and lunch hours will be staggered to maintain proper social distancing.

• Social distance markers will be denoted, on the floor and on signage, in all commonly used employee and public areas.

• There will be designated locations for deliveries and pick up of materials at both the front and rear entrances.

• Mental health workshops and resources will be made available to all staff members.

• An anonymous complaint procedure for staff to report COVID-19 safety violations will be established.

• The Assistant Director will act as coordinator to field all questions regarding COVID-19 from staff.

PLACE – Includes: Access & Screening; Capacity Requirements; Cleaning & Hygiene; PPE; Frequent Use; Travel & Transportation

• Staff should avoid sharing surfaces or objects. When this is not possible, gloves should be worn. All work areas will be sanitized daily.

• A cleaning log will be kept for all work areas, public areas (upon reopening), and bathrooms.
• Hand sanitizers and wipes will be situated in various locations near work areas and entrances/exits.
• Regular cleaning and disinfection of the Library will occur continuously.
• Clear signage will be present to remind employees and the public of proper public hygiene, enhanced safety protocols, appropriate use of PPE, and cleaning procedures in place.

**PROCESS** – Includes: Test, Trace, and Isolate; Training; Risk; People Policies; Communication

• **Health screening for all employees returning to work is required.**
• Cleaning, disinfection, and contact tracing will occur in the event of a positive case.
• Individuals will be notified if they have come in close contact with someone who was infected.
• Protocols will be in place for members of the public when they return inside the Library.

*Any staff member who is found to be in violation of these policies may be subject to disciplinary action.*
Phased Re-Opening Strategy

As the Long Island Region begins to reopen, PWPL (if it is deemed safe) will proceed to enter the next Phase specified with the information below. The planned ‘Phases’ below are simply the best estimation of how PWPL will proceed. *Note: Phasing timeline and objectives within each Phase is subject to change.*

**Phase 1 – Began May 2020**

- Services, materials, programs, and events will continue to be offered remotely.
- Maintenance staff return on-site.
- The entire building is cleaned and sanitized.
- HVAC adjustments will be made, and new filters will be installed.
- PPE will be inventoried (gloves, masks, face shields, etc.) with additional orders placed as necessary.
- Work areas will be spread out to extent possible. Certain furniture will be removed or relocated temporarily.
- Work areas that will see first return of staff will be prepared.

**Phase 2 – Began June 2020**

- Services, materials, programs and events will continue to be offered remotely.
- A percentage of various Department staff return to work on-site in alternate Green and Orange Teams.
- Book collection will be organized, and processing of new materials will resume.
- Contactless deliveries from vendors will resume.
- Incoming US mail will still be held off-site and collected once a week. After a period of approximately two weeks, interoffice mail and daily US mail delivery/pick-up will resume.
- Process to accept returned materials will be finalized.
- Begin to accept and quarantine returned materials for a period of 72 hours.

**Phase 3 – Began July 2020**

- Some services and all programs and events will continue to be offered remotely.
- Full curbside service for materials will be implemented for the public in the parking lot. Patrons in cars will be encouraged to stay in cars. Patrons coming by bike or on foot will be asked to wait in a queue at a safe physical distance for pick-up/drop-off. Curbside hours of operation will vary from normal operating hours and will be subject to change.
- Paper printouts and 3D printed objects will be available for curbside pick-up.
- Home delivery/pick-up of materials will resume.
Phase 4 – Began August 2020

- Members of the public will be allowed to return into the Library. Hours may be limited for specific age groups. Building capacity may be limited.
- Browsing and in-person borrowing will resume.
- A larger percentage of staff from all departments will return for on-site work. Staff will continue to work in alternate Green and Orange Teams.
- Hours may vary from normal operating hours.
- Some in-person services will resume.
- All indoor programs and events will continue to be offered remotely.
- Outdoor programs and events, that can occur at a safe distance, will be allowed.
- Services at some public desks will resume (sneeze guards installed at all open service desks).
- Meeting rooms will remain closed and public seating will be limited.
- Curbside service will continue for patrons who wish to still use it.

Phase 4+ - Began June 2021

- Masks, for unvaccinated patrons 2 years and older, will be required inside the Library.
- Individuals who are not members of the same household or have not consented to be near each other, are asked to maintain 6 feet of social distance.
- Pre-pandemic hours of operation will resume on June 14, 2021:
  o Monday, Tuesday, Thursday, and Friday 9am to 9pm, Wednesday 11am to 9pm, Saturday 9am to 5pm and Sunday 1pm to 5pm.
- Staff teams will fully reunify beginning June 14, 2021.
- Individual indoor seating will be available in select locations of the Library.
- Curbside services will continue to be available.
- Events and programs will continue virtually and outdoors.
- Quarantine of materials will be eliminated on July 1, 2021.
- Building capacity and patron time limits will be subject to change.
  - Bookable quiet study rooms will be available.
  - The Café area will re-open.
- Indoor events, programs, and meetings will be evaluated.

Beyond Phase 4+ - TBA

- At the appropriate time, when it is deemed safe, the Library will return to normal operations.
The practices and policies in this plan may be modified at the sole discretion of the Library and/or as needed to conform with New York State Executive Orders, official health-related guidance, and any federal, state, and local government laws, rules and regulations.

Questions or concerns regarding this policy should be brought to the Library Director.

This plan will remain in effect until the Board of Trustees votes to remove or revise it as necessary.
ASSURANCES: State Aid for Library Construction Program

The applicant hereby gives assurances of the following: (check all boxes that apply)

☒ It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.

☒ The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.

☒ The project will be conducted in accordance with all applicable Federal, State and local laws and regulations.

☐ For any project involving the acquisition of real estate (vacant land or land and a building), the applicant certifies the following:

☐ The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.

☐ The purchase price of the property was or will be derived through bona fide arm’s length negotiations and the purchase has been approved by the Library’s Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.

☐ State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant’s board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.

☐ Check if applicable: If the purchase price of the property is more than $150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraiser in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

☒ The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.

OR

☐ The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.
Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) Grant funding is used as match for any component of the State Aid for Library Construction [Education Law 273-a] project described within this project application.

OR

If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is not being used as match funding for this project application.

The Library affirmatively states that each of the costs to be funded with grant proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
- Retirement of long-term debt even if the debt was originally interim short-term financing (ie, must be retired in less than one year)
- Rental or leased equipment
- Warranties (other than the manufacturer’s warranty customarily provided with such product)
- Recurring maintenance fees
- Recurring repair costs
- Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
- Recurring software licenses, hosting, maintenance or training fees
- Internal labor costs
- Training end users

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a and Commissioner’s Regulations §90.12 was read and duly adopted by the Board of Trustees of the

Port Washington Public Library 

Library at a legal meeting on

September 1, 2021. 

Signature of President, Library Board of Trustees: 

Name of President (type or print): Patricia Bridges
July 26, 2021

Mr. Keith Klang
Library Director
Port Washington Public Library
1 Library Drive
Port Washington, NY 11050

Re: Facade Restoration and ACL Roof Repair
Port Washington Public Library
SED Control No. 28-04-04-03-6-032-012
H2M Project No.: PWLB 2001

Dear Mr. Klang,

On July 6, 2021, sealed bids were received, opened, and read aloud at the Library for the Port Washington Public Library Facade Restoration and ACL Roof Repair – Contract G – General Construction Work.

Bids were received from (1) one contractor. We believe this is due to the scheduled construction duration coincides with school construction projects, as well as post-pandemic material availability which could affect the short time frame for construction.

Due to the lack of competitive bids, it is our recommendation to reject the bid received for this contract and re-bid the project in February/March 2022. The bid tabulation is attached for your records.

If you have any questions, please feel free to contact me at (631) 756-8000 x1322.

Very truly yours,

H2M architects + engineers

Pansy Cheng, RA, CID, LEED AP
Senior Architect

cc: Jeffrey Donlon – façade consultant
    MJH – H2M

encls. Bid Tabulation Sheet

X:\PWLB (Port Washington Public Library)\PWLB 2001 (Facade Restoration)\03-Bid\Recommendation\21-0726 BidReject.docx
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<td>Division 2  ABANDONED REMEDIATION</td>
<td>$30,000.00</td>
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<td>7</td>
<td>Division 2  METALS</td>
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<tr>
<td>8</td>
<td>Division 2  NONMETALS, APPARATUS AND COMPOSITES</td>
<td>$1,000.00</td>
<td></td>
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<tr>
<td>9</td>
<td>Division 7  THERMAL &amp; ARCHITECTURE PROTECTION</td>
<td>$5,000.00</td>
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<td>10</td>
<td>Division 8  OPENINGS</td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Division 8  FASTENED</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Division 9  EXTERIOR IMPROVEMENTS</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Division 1  PROJECT CLOSOUT</td>
<td>$8,000.00</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Division 1  PROJECT AS-BULDS</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>G-1  ADD ALT ROOF REPAIR PER THE CONTRACT DOCUMENTS</td>
<td>$242,000.00</td>
<td></td>
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</tbody>
</table>

**TOTAL BASE BID (ITEMS 1-14 + G-1) $809,000.00**

**Section IB - Instructions to Bidders: Qualifications (Sealed Envelope)**

**Section IB - Instructions to Bidders: Similar Project List**

**Section IB - Instructions to Bidders: Financial Statement of Assets *Optional**

**Section IB - Instructions to Bidders: Company Officers List & Info. *Optional**

**Section CR - Bid Security: BID BOND or CERTIFIED CHECK (in the amount of 5%)**

**Section CR - Performance Bond & Labor/ Material Payment Bond (100% of Bid)**

**Section CR - Maintenance Bond (10% of contract price)**

**Section PE - Hold Harmless Agreement Iran Divestment Act Certification**

**Section SCL - List of Subcontractors**

**Signatures**

**Signature**

**Name**

**Title**

**Signature**

**Name**

**Title**

**Signature**

**Name**

**Title**

**Signature**

**Name**

**Title**

**Signature**

**Name**

**Title**

**Signature**

**Name**

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**Name**

**Title**

**Signature**

**Name**

**Title**

**Signature**

**Name**

**Title**

**Signature**

**Name**

**Title**

**Signature**
Application and Certificate for Payment

TO OWNER: Port Washington Public Library
One Library Drive,
Port Washington, NY 11050

FROM
CONTRACTOR: Light House Designs Inc.
1913 Deer Park Ave.
Deer Park, NY 11729

PROJECT: Lavatory Renovation at Port Washington Public Library
VIA ARCHITECT: Steven Zalben Architects
70 South Road,
Sands Point, NY 11050

APPLICATION NO: 001
PERIOD TO: 5/15/2021
CONTRACT FOR: Lavatory Renovations
CONTRACT DATE: 6/10/2020
PROJECT NOS: / /

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM .................................................. $ 333,000.00
2. NET CHANGE BY CHANGE ORDERS ................................ $ 14,416.58
3. CONTRACT SUM TO DATE (Line 1 ± 2) ................................ $ 347,416.58
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ....... $ 0

5. RETAINAGE:
   a. 0 % of Completed Work
      (Column D + E on G703) .................................................. $ 0
   b. 0 % of Stored Material
      (Column F on G703) .................................................. $ 0
      Total Retainage (Lines 5a + 5b or Total in Column I of G703) ...... $ 0

6. TOTAL EARNED LESS RETAINAGE ....................................... $ 347,416.58
(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ....................... $ 0
   (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE .................................................. $ 347,416.58

9. BALANCE TO FINISH, INCLUDING RETAINAGE ....................... $ 0
   (Line 3 less Line 6)

CHANGE ORDER SUMMARY

<table>
<thead>
<tr>
<th>ADDITIONS</th>
<th>DEDUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 14,416.58</td>
<td>$ 0</td>
</tr>
</tbody>
</table>

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Isabella Anatolia
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01AN6339518
Qualified in Suffolk County
Commission Expires April 4, 2024

ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED .................................................. $ 351,416.58
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: [Signature] Date: 7/12/21

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### Continuation Sheet


In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF WORK</th>
<th>SCHEDULED VALUE</th>
<th>WORK COMPLETED</th>
<th>FROM PREVIOUS APPLICATION (D + E)</th>
<th>THIS PERIOD</th>
<th>MATERIALS PRESENTLY STORED ((\text{Not in } D \text{ or } E))</th>
<th>TOTAL COMPLETED AND STORED TO DATE (\text{STATUS} \ (D + E + F))</th>
<th>% (\frac{\text{G}}{\text{C}})</th>
<th>BALANCE TO FINISH (\text{RETAINAGE} \ (\text{If Variable Rate}))</th>
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</thead>
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<td>1</td>
<td>Performance &amp; Payment Bonds</td>
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<td>General Conditions</td>
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<td>4</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>6,660.00</td>
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<td>Project Closeout Documentation</td>
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<td>Rough Carpentry</td>
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<td>9</td>
<td>Wallboard</td>
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<td>10</td>
<td>Ceramic Tile</td>
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<td>0</td>
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<td>11,000.00</td>
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<td>Carpet Flooring &amp; Base</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Toilet Compartments</td>
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<td>0</td>
<td>0</td>
<td>14,000.00</td>
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<td>Toilet Accessories</td>
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<td>17</td>
<td>Electrical Work</td>
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<td>10,000.00</td>
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<td>8,660.00</td>
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<td>0</td>
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<tr>
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<td><strong>GRAND TOTAL</strong></td>
<td><strong>333,000.00</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>333,000.00</strong></td>
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</tbody>
</table>

APPLICATION NO: 001
APPLICATION DATE: 5/15/2021
PERIOD TO: 5/15/2021
ARCHITECT'S PROJECT NO: P. Washington Lib. Toilet Renov

---

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### Continuation Sheet

AIA Document G703™ – 1992, Application and Certification for Payment, or G736™-2009,
Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition,
containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM NO.</td>
<td>DESCRIPTION OF WORK</td>
<td>SCHEDULED VALUE</td>
<td>WORK COMPLETED FROM PREVIOUS APPLICATION ((D + E))</td>
<td>THIS PERIOD</td>
<td>MATERIALS PRESENTLY STORED ((Not \ in \ D \ or \ E))</td>
<td>TOTAL COMPLETED AND STORED TO DATE ((D + E + F))</td>
<td>% ((G \div C))</td>
<td>BALANCE TO FINISH ((C - G))</td>
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<tr>
<td>20</td>
<td>CO: Lower Level Extra Wall Building</td>
<td>10,000.00</td>
<td>0</td>
<td>10,000.00</td>
<td>0</td>
<td>10,000.00</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>21</td>
<td>CO: Door No 4 - swing change frame</td>
<td>300.00</td>
<td>0</td>
<td>300.00</td>
<td>0</td>
<td>300.00</td>
<td>100</td>
<td>0</td>
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<td>22</td>
<td>CO: Door No 1 Auto Door Closer</td>
<td>3,475.00</td>
<td>0</td>
<td>3,475.00</td>
<td>0</td>
<td>3,475.00</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>23</td>
<td>CO: Additional Shelves under Mirror</td>
<td>641.58</td>
<td>0</td>
<td>641.58</td>
<td>0</td>
<td>641.58</td>
<td>100</td>
<td>0</td>
</tr>
</tbody>
</table>

| GRAND TOTAL | 347,416.58 | 0 | 347,416.58 | 0 | 347,416.58 | 100 | 0 | 0 |

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Makerspace Resolution

Whereas the Makerspace 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 $1,572,224.50 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 September 1, 2021 meeting.

___________________________
Patricia Bridges
President of the Board of Trustees

2021-24.BOT
# APPROVAL TO EXCESS EQUIPMENT

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>MANUFACTURER</th>
<th>MODEL NUMBER</th>
<th>SERIAL NUMBER</th>
<th>QTY.</th>
<th>REASON FOR DISPOSAL</th>
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</thead>
<tbody>
<tr>
<td>Large Conference Table</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>Chipped edge, No longer used, Cannot be easily repaired.</td>
</tr>
<tr>
<td>Art Panels</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>Art Panels that cannot be reused and fabric is worn</td>
</tr>
<tr>
<td>Built in cabinets</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>Removed for code compliance after renovation. Could not be reused.</td>
</tr>
</tbody>
</table>

Date Submitted:
NYLA 2021 Annual Conference & Trade Show - Libraries: We're ALL In!

Wednesday, November 3rd - Saturday, November 6th
Syracuse, NY

Registration opens on August 1, 2021!

*Any in-person conference registration includes a complimentary registration for the virtual conference*

(This complimentary registration excludes any in-person special events that are not CE bearing.)

In-person? Virtual? BOTH!

The NYLA Annual Conference will take place Wednesday, November 3 – Saturday, November 6 at the OnCenter in Syracuse. (For those keeping track it has been 24 years since the NYLA conference was held in Syracuse! 1997)

NYLA2021 will hold all the programs and activities you know and love about the NYLA conference, and we will be meeting or exceeding all safety protocols to ensure that everyone remains safe throughout the event.

Recognizing that some members of the library community may not be comfortable or available to attend an in-person NYLA conference this year; and building on what we learned about delivering a virtual conference in 2020, NYLA is also mounting a virtual conference.

The 2021 NYLA VIRTUAL Conference will take place on Thursday, October 28, and Friday, October 29. This two-day event will include live virtual programs, as well as a catalog of pre-recorded OnDemand content.

Those who register for the in-person conference will automatically be registered for full access to the preceding virtual conference.
In order to accommodate 'comfortable capacities' for our program, some content will be delivered during the virtual conference and some in-person. While some of the content from the in-person conference may be recorded and made available online at a later date, none of the in-person events will be live-streamed.

**Locations**

**Conference:** The Oncenter Convention Center at 800 South State St. Syracuse, NY 13202

**Hotel Accommodations:** Syracuse Marriott Downtown at 100 E Onondaga St, Syracuse, NY 13202

**Our NYLA2021 Conference Curators!**

The conference programmers are representatives from all the sections, roundtables, and committees that make up NYLA. It is their hard work that results in the conference as you know it. Many thanks to each and every conference programmer!

**NYLA President** - Claudia Depkin  
**NYLA Past President** - Jennifere Canneill  
**2021 Conference Chair** - Amanda Travis  
**2021 Conference Associate Chair** - Ellen Rubin  
**CE Committee** - Claire Lovell

*For Trade Show questions, please contact NYLA Marketing or call 518-432-6952 ext. 105.*

**Section Curators**

- ASLS - Angela Hackstadt  
- FLS - Kerstin Cruger  
- LAMS - Lisa Kropp  
- LTAS - Suszanne Stockman  
- PLS - Natalie Hurteau  
- RASS - Nate Heyer  
- SMART - Edward Elsner  
- SSL - Annarose Foley  
- YSS - Amy Relyea  
- SCLA - Casey Fahn

**Round Table Curators**

- CORT - Andrea Snyder  
- ESRT - Rio Aucana  
- FILM - Phil Poggiiali  
- IFRT - Frank McKenna  
- ILRT - Kate Erwin  
- LAR - Casey Conlin  
- LGBTIQART - Tom Vitale  
- LHRT - Michael Walsh  
- M&PRRT - Amanda Lowe  
- MSRT - Deb Dennis  
- NMN - Kristin Charles-Scarini  
- NYBLC - Rebecca Rodd  
- PCRT - Rosemary Kiladitis  
- RLRT - Jessica Paccioti  
- START - Geoff Kirkpatrick  
- SRRT - Katie Scott-Childress

**Affiliate Curators**

- ESLN - Jessica Philippe  
- PULISDO - Christian Zabriksle  
- SED/NYS - Frank Rees
Future NYLA Conferences

2022: Saratoga Springs, November 2-5
2023: Saratoga Springs, November 1-4

Wonder what it takes to bring the NYLA Conference to your home town? Check out the NYLA Conference Site Considerations Page

NYLA Code of Conduct

Click here to view conference archives.
Upcoming
Trustee Training Opportunities

New!
Trustee Handbook Book Club

Join co-authors of the Handbook for Library Trustees of New York State, Jerry Nichols and Rebekka Smith Aldrich, for this fun and informative series! Each month trustees are encouraged to read a chapter of the Trustee Handbook and send in questions that the authors will address at live events later this year.

Tuesday, October 19, 2021: Duties & Responsibilities
REGISTER HERE

Tuesday, November 16, 2021: Library Board Meetings
REGISTER HERE

Tuesday, December 14, 2021: Personnel
REGISTER HERE
The live events will include a brief introduction to the chapter topic, tackle questions sent in advance by attendees (which you may submit here), as well as address questions asked during the event. Each session will be recorded so they may be viewed later.

Co-Moderators for the series:

- Brian M. Hildreth, Executive Director, Southern Tier Library System
- Ron Kirsoop, Executive Director, Pioneer Library System

NOTE: NLS provides hard copies of the Handbook for Library Trustees of New York State to all member library trustees. If you don’t yet have one, please contact Gina Staffa at gstaffa@nassaulibrary.org or 516-292-8920 x221 and one will be sent via NLS delivery to your home library.

---

**Update:**

**NYS Trustee Training Legislation**

This past spring, the NYS legislature passed the Training for Library Trustees bill [S4435 (May) / A6121B (Jean-Pierre)]. It is currently awaiting the Governor’s signature before it is officially enacted.

Assuming it is enacted, **beginning January 1, 2023, each library trustee will be required to complete a minimum of two hours of trustee education annually,** on topics including financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee.

Such training must be delivered by providers approved by the NYS Commissioner of Education, and may be delivered online or in person and may include lectures, workshops, regional or national library association programs, or any other approved format.

Public library systems like NLS are expected to be among those authorized to offer trustee training, and we look forward to offering ample opportunities for trustees to fulfill this requirement if the legislation is enacted. In the meantime, reach out to NLS Director Caroline Ashby at cashby@nassaulibrary.org if you have any suggestions for trustee development topics or would like to discuss education opportunities for your board.
SAVE THE DATE:

Kristen Tierney  
on the Board/Director Relationship and Trustee-Led Advocacy  
Thursday, Sept. 9 at 7:30 p.m. - Virtual Meeting  

Development consultant and former library trustee Tierney will discuss board-director relationships and the power of trustee-led advocacy. This event will be recorded for those unable to attend live.

NLS Annual Meeting  
including the election of NLS Trustees from Areas 7 and 9  
Wednesday, Dec. 8 at 7:30 p.m. - at Nassau Library System and Virtual  

Featuring a presentation by NLS Assistant Directors Nicole Scherer and Robert Drake on the state of public library usage in Nassau. This event will be recorded for those unable to attend live.
PORT WASHINGTON PUBLIC LIBRARY STRATEGIC PLAN 2022 – 2025

**Mission:** The Port Washington Public Library is an inclusive center for community engagement, knowledge, and personal enrichment

**Vision:** To enhance the wellbeing of every community member

**Values:**
- **Access** - Expansive & equitable opportunities for our community to connect with the wider world
- **Community** - Relationships, partnerships and alliances that create positive and beneficial growth and fosters a spirit of interconnectedness
- **Empowerment** - Enabling people/community members to reach their full potential

**Priorities:**
- Satisfy curiosity: lifelong learning
- Access for all: outreach to underserved populations
- Learn to read and write: literacy for all ages
- Visit a comfortable place: physical and virtual spaces
- Succeed in school: homework help
- Make informed decisions: information fluency

| Year 1 = 1/2022 - 1/2023 | Year 2 = 1/2023 - 1/2024 | Year 3 = 1/2024 - 1/2025 |

### GOAL 1: PROMOTE EQUITABLE PATHWAYS TO INDIVIDUAL FULFILLMENT

<table>
<thead>
<tr>
<th>Objective 1.1:</th>
<th>Lead Assigned</th>
<th>Start Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expand service and eliminate barriers to build relationships</strong></td>
<td>Admin</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Activity 1.1.1: Establish a bilingual librarian position</td>
<td>Admin</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Activity 1.1.2: Become a fine-free organization</td>
<td>Admin</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Activity 1.1.3: Recalibrate programming methods to address changing needs of local family audiences</td>
<td>Children's</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Activity 1.1.4: Streamline membership processes</td>
<td>Circulation</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Activity 1.1.5: Ensure all public communications and publicity instruments are multilingual and accessible</td>
<td>CoRe</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Activity 1.1.6: Partner with other departments to integrate multilingual service supports into all library services</td>
<td>ESOL</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Activity 1.1.7: Create a plan to expand the library footprint in Manorhaven, including on-site services in the neighborhood</td>
<td>ESOL</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective 1.2:</th>
<th>Start Year</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reintroduce the library to the community post-pandemic</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 1.2.1: Develop a comprehensive toolkit for offsite engagement events in partnership with local businesses</td>
<td>Adult/Teen</td>
<td>2</td>
</tr>
<tr>
<td>Activity 1.2.2: Create a long-term marketing plan</td>
<td>CoRe</td>
<td>2</td>
</tr>
<tr>
<td>Activity 1.2.3: Create programs to highlight the maker equipment and staff technology expertise</td>
<td>Tech</td>
<td>1</td>
</tr>
</tbody>
</table>
## GOAL 2: FOSTER A WARM, SAFE, AND SUPPORTIVE ATMOSPHERE FOR ALL

### Objective 2.1: Ensure patrons feel comfortable in all library spaces

<table>
<thead>
<tr>
<th>Activity 2.1.1:</th>
<th>Create a long-term facilities plan</th>
<th>Admin</th>
<th>2</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity 2.1.2:</td>
<td>Produce orientation/introduction videos, live tours, and virtual tours of the facility</td>
<td>CoRe</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Activity 2.1.3:</td>
<td>Develop presence on new, popular communication platforms, including those favored by ESOL community members</td>
<td>CoRe</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Activity 2.1.4:</td>
<td>Produce library services orientation videos/tours for non-English speakers</td>
<td>ESOL</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Activity 2.1.5:</td>
<td>Adapt library spaces to better allow for flexible use</td>
<td>Facilities</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Activity 2.1.6:</td>
<td>Perform an accessibility audit on physical spaces, virtual spaces, and library website</td>
<td>Tech</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

### Objective 2.2: Equip learners of all ages with tools and resources to succeed

<table>
<thead>
<tr>
<th>Activity 2.2.1:</th>
<th>Establish a &quot;College Pioneers&quot; program for students who would be the first in their families to attend college</th>
<th>Adult/Teen</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity 2.2.2:</td>
<td>Expand number of days Homework Help is provided, with a focus on supporting students from underserved populations</td>
<td>Children's</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Activity 2.2.3:</td>
<td>Launch a &quot;master-in-residence&quot; program series to highlight local expertise in the arts, sciences, and beyond</td>
<td>Programming</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

## GOAL 3: PROVIDE OUR COMMUNITY OPPORTUNITIES TO THRIVE

### Objective 3.1: Improve collections and services that support real-world skills

<table>
<thead>
<tr>
<th>Activity 3.1.1:</th>
<th>Create a vocational tools collection and expand circulating &quot;Games and Gadgets&quot; collections including support materials and classes</th>
<th>Adult/Teen</th>
<th>1</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity 3.1.2:</td>
<td>Offer &quot;Welcome to the United States&quot; courses to help recent arrivals acclimate to day-to-day-life in their new home</td>
<td>ESOL</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Activity 3.1.3:</td>
<td>Offer basic courses on car maintenance, cleaning tips, building/home repair, plumbing, provided by facilities staff</td>
<td>Facilities</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Activity 3.1.4:</td>
<td>Provide basic life skills programs like cooking, sewing, finance and banking, woodworking, repair, tech skills geared towards all ages</td>
<td>Programming</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Activity 3.1.5:</td>
<td>Purchase specialized and advanced maker tools and provide programs in their use</td>
<td>Tech</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

### Objective 3.2: Embrace literacy, creativity, and writing skill as a priority for all

<table>
<thead>
<tr>
<th>Activity 3.2.1:</th>
<th>Pilot a community-wide public art project with multiple avenues for programming and public participation</th>
<th>Adult/Teen/Art</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity 3.2.2:</td>
<td>Coordinate a &quot;PortCon&quot; created by patron-led committees, centered around all things loved by, and in the community</td>
<td>Adult/Teen</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Activity 3.2.3:</td>
<td>Expanding reading enrichment classes for underserved or special needs children and their families/caregivers</td>
<td>Children's</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>
### PORT WASHINGTON PUBLIC LIBRARY STRATEGIC PLAN 2022 – 2025

<table>
<thead>
<tr>
<th>Activity 3.2.4:</th>
<th>Create digital literacy/safety tutorial videos for multiple platforms that includes a mechanism for patrons to leave feedback or ask questions</th>
<th>Tech</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 3.3:</strong></td>
<td><strong>Position the library as the ‘common-ground’ for community organizations and groups</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 3.3.1:</td>
<td>Actively seek out opportunities for the library to facilitate conversations around difficult topics affecting our community</td>
<td>Admin</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Activity 3.3.2:</td>
<td>Establish the library as the prime conduit to foster local communication and collaborative development efforts between local organizations</td>
<td>CoRe</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
HOT SPOTS REPORT

- 38 circulating on their own (14 as first come first serve, 24 are reserveable)
- 20 circulating in bundles with Chromebooks for general use
- 10 in bundles earmarked for ESOL students & families / Books for Dessert participants
- 4 in bundles earmarked for the Homegrown Readers
- 10 for Littig House programs and families in need
- 13 for staff use [will be recalling those and deactivating 5, 4 will remain as backup options for Admin in case of NLS network outage, 4 will be set aside for general staff usage (off-site programs, etc)]
- 13 to be deactivated in coming weeks
- 5 that have been deactivated after becoming unusable due to loss or damage
AAC Meeting Minutes
June 9, 2021


Absent: Barbara E. Fishman, Allan Fishkind, Rachelle Krieger, Pamela Record, Armond Saidai, Jose Seligson, Ellen Hallie Schiff.

Betty opened the meeting at 4:10 p.m.

- May minutes were approved.
- Betty and Shellie discussed updates for a potential gallery renovation. Shellie has been working with Reuben Blechold on potential new material and backing for the gallery wall panels. Vanessa explained that a proposal will need to be submitted to the Library Director and Board of Trustees for review. Vanessa cited Library policy on determining vendors and costs. Vanessa spoke with Reuben about obtaining a price quote for the gallery project.
- Rachelle Krieger will no longer be a member of the AAC effective this month.
- Betty and Christie will meet with artist Pauline Galiana on Friday, June 11 at 11:30 a.m. in the gallery to review the layout of her exhibit, scheduled for September and October.
- Gallery schedule review:
  - A studio visit needs to be scheduled for November/December artist Roshanak Keyghobadi. The exhibit chairs will review recent artwork and curate a selection for her exhibit. Roshanak has been in talks with the library’s Children Department and will host a virtual workshop.
  - Vanessa spoke to Ellen Piccolo and it was determined she will exhibit in May and June, 2022. Ellen will conduct a virtual lecture.
  - Availability for a January/February exhibit is still available. Christie suggested African American artist Laura James.
  - The Council will review artist submissions at the next meeting scheduled for July 14. Vanessa will create and email all members an online document to review the candidates.
  - Betty updated the Council on artist Elena Soterakis – a potential artist from 2020. Unfortunately due to her travel schedule she is no longer available for an exhibit this year.
• Toby reported on the upcoming Members Show in July. Artwork drop-off must be no later than 10:30 a.m. on July 1. Patti will be in the gallery accepting artwork from 9-10:30am. Vanessa will ask custodians to set up two folding tables in the gallery for the exhibit chairs along with hanging hardware. The Council agreed all honorary members should be encouraged to submit artwork for the exhibit.

• Betty stressed the need for new Council members. Due to the limited number of artists and lack of recent submissions, the Council has decided to offer artists a two-month long exhibit. Shelley Holtzman suggested announcing the reopening of the gallery in the Library’s newsletter to attract more artist submissions.

THE NEXT MEETING WILL TAKE PLACE VIRTUALLY ON July 14 at 5 p.m.
## PORT WASHINGTON PUBLIC LIBRARY STATISTICS - YEAR END 2020-2021

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>FY 2021</th>
<th>% Change</th>
<th>FY 2020</th>
<th>% Change</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation at Front Desk</td>
<td>18,634</td>
<td>21,639</td>
<td>23,010</td>
<td>22,601</td>
<td>85,884</td>
<td>40.7</td>
<td>144,813</td>
<td>43.0</td>
<td>254,233</td>
</tr>
<tr>
<td>Self-Checks</td>
<td>6,816</td>
<td>8,206</td>
<td>11,496</td>
<td>13,184</td>
<td>39,702</td>
<td>15.3</td>
<td>46,888</td>
<td>1.8</td>
<td>47,766</td>
</tr>
<tr>
<td>E-books (Overdrive)</td>
<td>20,664</td>
<td>19,738</td>
<td>21,261</td>
<td>20,218</td>
<td>81,881</td>
<td>31.3</td>
<td>62,365</td>
<td>37.8</td>
<td>45,274</td>
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<tr>
<td>E-Materials (Hoopla+RB+Kanopy)</td>
<td>9,000</td>
<td>9,016</td>
<td>8,438</td>
<td>4,970</td>
<td>31,424</td>
<td>37.4</td>
<td>22,876</td>
<td>96.7</td>
<td>11,629</td>
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<tr>
<td>TOTAL CIRCULATION</td>
<td>55,114</td>
<td>58,599</td>
<td>64,205</td>
<td>60,973</td>
<td>238,891</td>
<td>5.9</td>
<td>253,866</td>
<td>15.0</td>
<td>298,513</td>
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<tr>
<td>TOTAL QUESTIONS</td>
<td>788</td>
<td>3,991</td>
<td>3,315</td>
<td>4,005</td>
<td>12,099</td>
<td>83.2</td>
<td>72,127</td>
<td>26.9</td>
<td>98,712</td>
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<tr>
<td>PATRONS ENTERING LIBRARY</td>
<td>19,607</td>
<td>21,290</td>
<td>24,725</td>
<td>24,577</td>
<td>90,199</td>
<td>66.2</td>
<td>266,625</td>
<td>37.1</td>
<td>423,857</td>
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<tr>
<td>ITEMS BORROWED</td>
<td>8,098</td>
<td>2,362</td>
<td>2,025</td>
<td>1,738</td>
<td>14,223</td>
<td>37.9</td>
<td>22,886</td>
<td>18.8</td>
<td>28,189</td>
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<td>ITEMS LOANED</td>
<td>6,179</td>
<td>7,892</td>
<td>9,797</td>
<td>11,088</td>
<td>34,956</td>
<td>0.6</td>
<td>34,731</td>
<td>20.3</td>
<td>28,881</td>
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<tr>
<td>PROGRAMS OFFERED</td>
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<tr>
<td>Adult Computers</td>
<td>934</td>
<td>1,667</td>
<td>1,929</td>
<td>2,961</td>
<td>7,491</td>
<td>70.5</td>
<td>25,351</td>
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<td>Children’s Computers</td>
<td>3</td>
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<td>45</td>
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<td>6,144</td>
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<td>YA MAC</td>
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<td>8</td>
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<td>99.1</td>
<td>997</td>
<td>60.2</td>
<td>2,505</td>
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<tr>
<td>Online Databases</td>
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<td>39,226</td>
<td>40,616</td>
<td>33,379</td>
<td>152,283</td>
<td>25.4</td>
<td>121,449</td>
<td>30.1</td>
<td>93,364</td>
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<tr>
<td>Home Visits</td>
<td>6</td>
<td>41</td>
<td>42</td>
<td>45</td>
<td>134</td>
<td>15.5</td>
<td>116</td>
<td>25.2</td>
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<tr>
<td>WebSite Visits</td>
<td>60,923</td>
<td>58,435</td>
<td>63,923</td>
<td>58,955</td>
<td>242,236</td>
<td>5.5</td>
<td>256,413</td>
<td>0.1</td>
<td>256,669</td>
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<tr>
<td>TOTAL COLLECTION ADDITIONS</td>
<td>2,462</td>
<td>1,854</td>
<td>1,976</td>
<td>1,734</td>
<td>8,026</td>
<td>16.6</td>
<td>9,624</td>
<td>19.9</td>
<td>12,009</td>
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<td>STUDY ROOM USE (N,S &amp; Quiet)</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>100.0</td>
<td>224</td>
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<td>CHILDREN’S ROOM USE</td>
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<td>71.5</td>
<td>35,103</td>
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<td>72,210</td>
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<td>TEEN SPACE ROOM USE</td>
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<td>0</td>
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<td>100.0</td>
<td>11,534</td>
<td>18.8</td>
<td>14,208</td>
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<td>NOTARIZATIONS:</td>
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<tr>
<td>People</td>
<td>121</td>
<td>119</td>
<td>210</td>
<td>183</td>
<td>633</td>
<td>57.6</td>
<td>1,494</td>
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<td>Documents</td>
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<td>937</td>
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<td>2,341</td>
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<td>2,751</td>
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<tr>
<td>TOTAL PATRONS ADDED</td>
<td>237</td>
<td>234</td>
<td>244</td>
<td>251</td>
<td>966</td>
<td>38.4</td>
<td>1,569</td>
<td>17.2</td>
<td>1,895</td>
</tr>
</tbody>
</table>

### NOTES:
- No Kanopy for 2018-19