PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 18, 2019
AGENDA

I Approval of July 10, 2019 Board of Trustees Minutes

II Approval of July/August 2019 Warrants

III Approval of July/August 2019 Staff Changes

IV Financial Reports – August/July 2019

V Director's Report
   a) Adult Learning Center
   b) Labor & Employment Retention Letter
   c) Facilities Update
      1. Lavatories
      2. EPDM roof revised SEQRA
      3. Proposal for Façade Evaluation
      4. Camera System Upgrade Funding Letter
   d) University Partnerships
   e) Access to Digital Content
   f) Excess Equipment – September 2019
   g) Policy Amendments
      1. Sexual Harassment
      2. Pets

VI President's Report
   a) Board Retreat
   b) Nassau County Legislative Breakfast – October 4, 2019
   c) NYLA Conference – Saratoga, NY– November 13-16, 2019
   d) LILRC Annual Conference – October 4, 2019
   e) Prioritization Committee

VII Councils
   a) Art Advisory Council Minutes of Meeting – June 12, 2019

VIII Foundation
   a) Minutes of Meeting – May 13, 2019
   b) Financial Report – May 31, 2019
IX   Friends of the Library
    a) Minutes of Meeting – June 19, 2019 and July 31, 2019

X    Correspondence
    a) Patron Comments – July/August

XI   Donations
    a) Cooper Foundation – Unrestricted
    b) Terry Blumenfeld – Books for Dessert
    c) Michael Casey Donation
    d) Lawrence Trachtman

XII  Staff Reports
    a) Year End Statistics – June 2019
    b) ALA Report

XIII Staff Association

XIV  Public Comments

XV   Adjournment
PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES ORGANIZATIONAL MEETING
JULY 10, 2019

Attending: John O'Connell, Presiding Patricia Bridges
Nancy Comer William Keller
Michael Krevor Adrienne Saur
Sima Vasa Keith Klang

Mr. O'Connell opened the public portion of the organizational meeting at 7:40 p.m. stating the Board met at 6:30 p.m. and elected to go into Executive Session to discuss staff matters.

Mr. O'Connell administered the Oaths of Office to Lynn Moessner as District Clerk for a one-year term, Michael P. Tomicich as Treasurer for a one-year term, and Adrienne Saur as Library Trustee for a five-year term. The Board congratulated all.

Mr. O'Connell requested approval of the June 19, 2019 Board of Trustees minutes. Mr. Keller motioned to approve. All agreed.

Mr. O'Connell requested approval of Warrants 19-06-12A, 19-06-12B, and 19-06-12C with two payrolls. Mr. Keller motioned to approve. All agreed.

Mr. O'Connell noted there was one appointment, one departure, and no salary adjustments. Ms. Bridges motioned to accept the staff changes. All agreed.

Mr. O'Connell requested a motion to affirm the General Municipal Law – Section 104b relating to attorney, accountant, auditor, and technology specialist consultants. Mr. O'Connell requested an amendment to General Municipal Law, Section 104b. Nancy Comer motioned approval to reaffirm procedures set forth in the General Municipal Law – Section 104-b as amended. All agreed.

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

Mr. O'Connell requested approval of the Bond, Schoeneck & King General Counsel Services proposal dated June 28, 2019 for the fee of $12,000. Ms. Comer motioned approval. All agreed.

Mr. O'Connell requested approval of the Cullen & Danowski Accounting Services proposal dated June 7, 2019 for the fee of $56,400. Ms. Bridges motioned to approve. All agreed.

Mr. O'Connell requested approval of Gryphon Technologies 2019-2020 proposal dated June 4, 2019 in the amount of $58,916. Ms. Vasa motioned to approve. All agreed.

UNAPPROVED MINUTES OF MEETING JULY 10, 2019
Mr. O'Connell requested a motion to approve the 2019-2020 Rynkar, Vail & Barrett, LLP proposal dated May 28, 2019 for auditing services in the amount of $18,750. Mr. Keller motioned to approve. All agreed.

Mr. Keller motioned to approve the appointment of Mr. Klang as the Investment Officer. Ms. Vasa seconded. All agreed.

Ms. Bridges motioned to approve the appointment of Mr. Klang as the Purchasing Agent. Ms. Comer seconded. All agreed.

Mr. O'Connell motioned to approve the appointment of Mr. Tomicich as the Library Treasurer for 2019-2020. The Independent Contractor Agreement will be modified as suggested by Mr. Krevor and Ms. Saur. All agreed.

Ms. Bridges motioned to approve Lynn Moessner as District Clerk for the 2020 Budget and Trustee Election.

Mr. O'Connell noted the nominating committee report as provided by Ms. Saur.

Ms. Bridges motioned to appoint Mr. O'Connell as President. Mr. O'Connell abstained. All agreed. Mr. O'Connell motioned to appoint Ms. Bridges as Vice President. Ms. Bridges abstained. All others agreed. Mr. O'Connell motioned to appoint Ms. Comer as Recording Secretary. Mr. Keller seconded. Ms. Comer abstained. All others agreed.

Mr. O'Connell motioned to accept Sterling National Bank as the Library's depository for 2019-2020. All agreed.

Mr. O'Connell motioned to approve that $150 be kept in Petty Cash in the Finance Office. Mr. Keller seconded. All agreed.

Mr. O'Connell requested the Board sign the Library Officer and Employee Code of Ethics and Conflict of Interest Policy form for the 2019-2020 fiscal year and return to Ms. Moessner.

Mr. O'Connell requested a motion to approve the resolution dated July 10, 2019: The Board of the Port Washington Public Library resolves that it authorizes the payment in advance of audit of claims for public utility services, postage, freight and express charges. The term public utility services shall mean electric, gas, water, sewer and telephone services. All such claims shall be included in warrants presented to the Board for review. Ms. Bridges motioned to approve the resolution. All agreed.

Mr. Klang requested the Board's approval of the Library's 2019-2020 Holiday Schedule. Ms. Comer motioned to approve the holiday schedule as presented. All agreed.

The Board approved Tuesday, March 31, 2019 as next year's Personal Registration Day.
Mr. Klang requested the Board approve the Assurances form for the application to NYSED Library Construction Aid Grant for funding to be used to update the security cameras. Mr. Keller motioned to approve. All agreed.

Mr. Klang requested the Board’s approval for an outdoor concert on September 14, 2019 celebrating the anniversary of Woodstock. Mr. Keller motioned to approve. All agreed.

Mr. O’Connell noted the Review of Internal Controls in the packet and requested a motion to approve. Mr. Krevor requested an amendment to invoice approvals. Ms. Vasa motioned to approve as amended. All agreed.

Mr. O’Connell requested a motion to accept the Board of Trustees Meeting Schedule for 2019-2020. The retreat on October 26 was clarified. Mr. Keller motioned to approve. All agreed.

Mr. O’Connell requested approval of the Warrant Signing Schedule for 2019-2020. Ms. Bridges motioned to accept. All agreed.

Mr. Krevor was recruited to tutor Ms. Saur on the procedure for signing the warrants which he gladly accepted.

Mr. O’Connell stated that the Committee Appointments for 2019-2020 remain the same as last year substituting Ms. Saur in Mr. Aitken place. Ms. Vasa requested that the Priorities Committee be added with Mr. Keller, Ms. Bridges and Ms. Vasa as members. Mr. O’Connell noted that anyone’s thoughts are welcomed by all committees. All agreed.

Mr. O’Connell requested approval of the amended Board Objectives for 2019-2020. Ms. Bridges motioned to accept. All agreed.


Mr. O’Connell requested a motion to approve the 2019-2020 Foundation Board members. Ms. Bridges motioned to approve. All agreed.

Mr. O’Connell noted the Friends of the Library Board members for 2019-2020.

Mr. O’Connell noted the staff report from Ms. O’Hanlon on Harnessing NYC’s Public Libraries – June 23, 2019 conference. A discussion ensued on how to best help the community with the 2020 census. Mr. Klang informed the Board that the Library would be hosting a Job Fair for census workers on August 21, 2019 presented by Ms. Anchico our Career and Personal Finance coordinator.

UNAPPROVED MINUTES OF MEETING JULY 10, 2019
Mr. O'Connell noted the very nice email from Ms. Witkow of the Helen Keller National Center thanking the Library for supporting the New York Debut of the film "Feeling Through". Mr. Klang noted there was a two-page article in Newsday. Mr. O'Connell noted the sweet note and Bravo Special Award from a second grader at South Salem Elementary, as well as the June 2019 Patron Comments.

Mr. Tomicich noted the efficiency of the organizational meeting.

Ms. Bridges motioned to adjourn. All agreed.
WARRANTS TO BE VOTED ON

<table>
<thead>
<tr>
<th>Warrant Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-07-01A</td>
<td>$172,749.60</td>
</tr>
<tr>
<td>19-07-01B</td>
<td>$135,173.53</td>
</tr>
</tbody>
</table>

Warrant Total $307,923.13

<table>
<thead>
<tr>
<th>Payroll Date</th>
<th>Gross</th>
<th>Net</th>
<th>Processing</th>
<th>Tax Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/2019</td>
<td>$127,775.71</td>
<td>$90,733.88</td>
<td>$258.55</td>
<td>$36,684.81</td>
</tr>
<tr>
<td>7/25/2019</td>
<td>$119,970.51</td>
<td>$77,804.42</td>
<td>$1,493.45</td>
<td>$31,981.25</td>
</tr>
</tbody>
</table>

PAYROLL TOTAL $247,746.22 $168,538.30 $1,752.00 $70,666.06

Prepared By:  
Paul Thomaidis  
Finance Office
PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
AUGUST 2019 REPORTS

WARRANTS TO BE VOTED ON

<table>
<thead>
<tr>
<th>Warrant Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-08-02A</td>
<td>$ 83,395.62</td>
</tr>
<tr>
<td>19-08-02B</td>
<td>$ 172,018.68</td>
</tr>
<tr>
<td><strong>Warrant Total</strong></td>
<td><strong>$ 255,414.30</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payroll Date</th>
<th>Gross</th>
<th>Net</th>
<th>Processing</th>
<th>Tax Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/8/2019</td>
<td>$121,387.00</td>
<td>$86,081.02</td>
<td>$258.55</td>
<td>$36,267.69</td>
</tr>
<tr>
<td>8/22/2019</td>
<td>$125,743.43</td>
<td>$81,047.27</td>
<td>$1,014.60</td>
<td>$34,034.95</td>
</tr>
<tr>
<td><strong>PAYROLL TOTAL</strong></td>
<td><strong>$247,130.43</strong></td>
<td><strong>$167,128.29</strong></td>
<td><strong>$1,273.15</strong></td>
<td><strong>$70,302.64</strong></td>
</tr>
</tbody>
</table>

Prepared By:
Paul Thomaidis
Finance Office
July 17, 2019

VIA ELECTRONIC MAIL

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

Re: Retention of Bond, Schoeneck & King, PLLC – Labor & Employment Matters

Dear Keith:

This will confirm the Port Washington Public Library's ("Library") retention of the law firm of Bond, Schoeneck & King, PLLC, to conduct collective bargaining negotiations and to provide advice on general labor and employment matters.

We have found that setting forth the basic terms of our engagement at the outset of our representation benefits both us and our client. Those terms are set forth in the enclosed “Terms of Representation,” except as otherwise modified below.

It is understood and agreed that our time shall be billed at the special reduced blended hourly rate of $225 per hour for any attorney from our firm who works on Library matters covered by the terms of this agreement. If the costs of any litigation that the Library asks us to handle are covered by an insurance policy covering the Library, we agree to accept the rates allowed by the insurer, subject to the Library paying the difference between the insurer's rates and the agreed upon hourly rates set forth herein, if any. If we cannot reach agreement with the insurer over rates, we reserve the right to decline the representation. You agree that these fees are reasonable.

Time will be billed in units of one-tenth of an hour. Time records will be submitted and payments will be due on a monthly basis. Printouts of how the actual time was expended will also be provided with the bills.

If these terms (including the enclosed Terms of Representation) are acceptable, please sign the enclosed copy and return it to me in the enclosed envelope provided for your convenience.

We look forward to working with you and appreciate the opportunity to be of service to you and the Library team. If you have any questions about this engagement letter, or
about any aspect of our representation and arrangement, please do not hesitate to contact me.

Very truly yours,

BOND, SCHOENECK & KING, PLLC

Hilary Moreira
Member

Enclosures

Accepted: ____________________________________________  Dated: ___________________________
These Terms of Representation, together with the accompanying engagement letter, constitute the agreement between Bond, Schoeneck & King, PLLC ("Bond" or "we") and the client or clients identified in that engagement letter (the "Client" or "you"), under which Bond will represent Client in the matter or matters described in the engagement letter.

1. **Our Client.** Our representation extends solely to Client, as identified in the accompanying engagement letter, and not to its constituents (including its officers, managers, members, directors, shareholders or employees) or to any affiliated or related entities, or their constituents. There are no third party beneficiaries of this agreement. Client understands that, unless appropriate written consents are obtained, it should not provide us with confidential information regarding any constituent or affiliated/related entity during the course of this representation (and doing so will not make the constituent or affiliate/related entity a client of Bond).

2. **Our Services.** The scope of our services is described in and strictly limited by the accompanying engagement letter. Any changes in scope must be confirmed in writing. Unless otherwise provided in the engagement letter, Bond is not serving as Client’s general counsel nor is it responsible for determining whether Client has insurance coverage in connection with our representation, the amounts and limits of any such coverage, or notifying any insurance carrier of the existence of coverage, or our involvement in a matter.

When we provide you with our opinion regarding a matter, it will be based on our best professional judgment. However, that judgment is limited by the facts provided by you and known to us at that time, as well as the law as it then exists. It is expressly acknowledged by you that any such opinions shall not be considered by you as representations, promises or guarantees of results which might be obtainable, nor shall you consider any such opinions to be warranties or representations of a particular outcome or resolution of your matter.

3. **Client Responsibilities.** In order to ensure our ability to provide services to you, you agree to keep us informed of any relevant information or developments relating to your matter and to provide Bond with all pertinent information regarding the subject of our representation, or as otherwise reasonably requested by us. You also agree to cooperate fully, truthfully and timely with us, including making you, your employees or others available to us when necessary. You will keep us advised of how to contact you.

If, during the course of our representation of you, you affiliate with, acquire, are acquired by, or merge with another entity, you agree to provide us with sufficient notice to permit us to determine if that action gives rise to a conflict of interest with any of our other clients and, if so, agree that Bond may take any action that it believes is appropriate or necessary under the applicable Rules of Professional Conduct.

4. **Fees and Expenses.** Unless otherwise provided in the accompanying engagement letter, our billings with respect to this matter will be based on the time (in quarter hour increments) that our attorneys, paralegals, and other service professionals devote to it. The hourly rates for those attorneys, paralegals and other service professionals who will work on Client matters vary, with specific rates reflecting the knowledge, experience and expertise of each individual assigned, time constraints imposed by the circumstances, the complexities of the matter and other relevant factors. The currently applicable rates may be specified in the accompanying engagement letter. It is our practice to increase our hourly rates from time to time, generally effective each October 1.

Our bills to Client, which will be on a monthly basis (unless otherwise agreed to in the accompanying engagement letter) and payable within 30 days, will also include any expenses (copying charges, fax charges, postage, messenger services, mileage, long distance telephone charges, computerized-research, e-discovery and other electronic data charges, etc.) incurred or advanced by us on Client’s account or which are due to be paid on Client’s account. These expenses may be incurred in the normal course without advance approval from Client. In-house charges (such as copying charges, fax charges, charges for processing, producing and/or storing e-discovery materials, etc.) will be billed at our standard charge rate. You agree that expenses incurred to third parties will either be forwarded to Client for direct payment or, if paid by our firm, billed to you at the rate charged by those third parties. If Client fails to make payment of our fees and disbursements as provided in this letter, consistent with our obligations to Client under the Rules of Professional Conduct, we may discontinue our representation of Client and/or take other appropriate action. Discontinuation of representation does not eliminate Client’s responsibility for fees and expenses already incurred. In addition, we reserve the right to assess a monthly service charge of 2% per month on any accounts more than 30 days in arrears. In no event will the service charge be greater than that permitted by any applicable law. We also reserve the right to charge a service fee of no more than 2% for payment of fees and/or disbursements by credit card.

A Client may have insurance coverage that will apply to some or all of our fees and expenses. Regardless of the limits of that coverage (or its discontinuation), Client remains responsible to us for all billed fees and expenses.

We will bill Client for our time and expense in responding to subpoenas (or other judicial orders), auditor’s letters or other proceedings, requests and requirements arising out of or related to our representation of Client in any matter.

If requested, we will, if possible, provide you with an estimate and/or budget for a matter. Such estimates/budgets, however, cannot be predicted with certainty and therefore are not binding unless we have expressly agreed to limit our fees accordingly. If you disagree with any invoice, you must notify us of the nature of your dispute within 30 days of your receipt of that invoice. You agree that your failure to do so will result in that invoice becoming your final binding obligation.

While we make every effort to bill fairly and clearly, occasionally fee disagreements arise between attorneys and their clients. If there is any dispute regarding our fees, Client may have the right to arbitrate that dispute pursuant to 22 NYCRR part 137.

5. **Disputes and Claims.** Except to the extent required by 22 NYCRR part 137, any dispute or claim arising out of or in any way relating to the Firm’s representation of you, including, but not limited to, any claim of tort, breach of fiduciary duty, legal malpractice, negligence or breach of contract shall be finally
settled by confidential arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award may be entered in any court having jurisdiction thereof. The place of arbitration shall be in the city and state of the Bond office where the legal work was substantially performed. This agreement to confidential arbitration shall constitute an irrevocable waiver of each party's right to a trial by jury, but the arbitrators shall have the power to grant any remedy for money damages or equitable relief that would be available to such party in a dispute before a court of law in the jurisdiction where the arbitration is being held. The Statute of Limitations for any such disputes or claims shall be two years from when the dispute or claim first arose. You acknowledge that, before agreeing to these terms, you have had a full and fair opportunity to consult with independent counsel concerning these specific provisions.

6. Communications. We agree that during the course of this engagement each of us will communicate and/or otherwise make documents available electronically, including through e-mail and/or the use of cloud computing. Although the use of technology involves some risk that third parties may access confidential communications, we both understand and agree that the benefits of using this technology outweigh the risks of unintended disclosure. If there are specific communications that you wish sent only through encrypted and/or password protected (or other) means, you agree to advise us. You will make sure that any computer or device you use in communicating with us is private and secure, password protected and not accessible by a third party, as that could impact the attorney-client privilege.

7. In-Firm Privilege. Our firm has a General Counsel who provides legal advice to our lawyers and staff. If any of Bond's lawyers representing you communicate with Bond's General Counsel (or his or her designee, including outside counsel) regarding our firm's rights and obligations with respect to its representation of you, you agree that those are privileged and confidential communications of Bond and protected by the attorney-client privilege. You will not be billed for those communications.

8. Files. Either during or at the conclusion of our representation of Client in connection with this matter, at its request and provided outstanding fees and costs have been paid, we will return to Client its papers and property in our possession, reserving the right at any time to convert and return file materials in electronic format, at our discretion. Client may be charged reasonable costs associated with researching, retrieving, compiling, copying and/or delivering file contents in response to Client's request. Our internal records and documents related to this representation will be retained solely by us. These internal materials include firm administrative records, time and expense reports, accounting records and internal work product (including notes, drafts, internal memoranda, research, etc., prepared for the internal use of our lawyers). We retain the right to destroy or dispose of these internal materials after a reasonable period of time following the end of our representation of Client, without further notice to you. Unless we notify you differently, we generally will maintain Client materials of significance for a period of seven years following the end of the matter. Thereafter, you agree that we may destroy them without further notice to you.

9. Termination of Representation. You have the right to terminate our representation at any time for any reason. However, termination does not affect your responsibility for our fees and expenses. We may terminate our representation of Client in accordance with the applicable Rules of Professional Conduct. Reasons for which we may terminate our representation of you include (but are not limited to): (1) nonpayment of our fees or expenses; (2) your failure or refusal to cooperate as needed; (3) your misrepresentation or refusal to disclose material facts; (4) your refusal to accept our advice; (5) discovery of a conflict with another client of Bond; (6) your material breach of our engagement letter and/or these Terms; or (7) any other reason permitted or required under the applicable Rules of Professional Conduct. In the event that we terminate this engagement before completion, we will take such steps as are reasonably practicable to protect your interests in the matter, and you agree to cooperate in any action necessary for our withdrawal. We will be entitled to be paid for all services rendered and other costs or expenses incurred on your behalf through the date of withdrawal. If withdrawal is subject to approval by a court or arbitration panel, we will promptly request such permission, and your consent to withdrawal shall not be unreasonably withheld. Unless terminated earlier, our representation of Client will terminate upon completion of the services which we were retained to provide. Files will be returned pursuant to Section "8" above and consistent with the Rules of Professional Conduct.

10. Governing Law and Venue. The rights and obligations of you and Bond arising under or in connection with our representation of you on this matter will be governed by the laws of the state of the Bond office where the legal work was substantially performed without regard to conflicts of laws principles. In the event that any part or parts of these Terms and Conditions of Representation are deemed to be unlawful, all other provisions remain in full force and effect.

11. Waiver of Conflicts. During the term of this engagement, we agree that we will not accept representation of another client to pursue interests that are directly adverse to your interests unless and until we have made full disclosure to you of all the relevant facts, circumstances and implications of our undertaking the two representations, and you have consented to our representation of the other client and agreed to waive any existing conflict. You agree, however, that you will not unreasonably withhold your consent and waiver of any conflict if we can confirm to you in good faith that the following criteria are met: (i) there is no substantial relationship between any matter in which we are representing or have represented you and the matter for the other client; (ii) our representation of the other client will not impair any confidential information we have received from you; (iii) our effective representation of you and the discharge of our professional responsibilities to you will not be prejudiced by our representation of the other client; and (iv) the other client has also consented in writing based on our full disclosure of the relevant facts, circumstances and implications of our undertaking the two representations.

12. Acceptance of Terms of Representation. Your agreement to this engagement constitutes your knowing acceptance of the foregoing Terms of Representation, and an acknowledgement that you have had the right to consult with independent counsel regarding all of them. If any of them are unacceptable to you, please advise us now so that we can resolve any differences and proceed with a clear, complete and consistent understanding of our relationship.
Port Washington Public Library

Resolution

Determining that Action to Install a Partial Roof Reconstruction is a Type II Action and is not Subject to Further Review

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

WHEREAS, the Project involves the removal of an existing rubber membrane, insulation, flashings and copings and the installation of a new energy efficient modified bituminous roof system and minor repairs; and

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library has determined that the Project constitutes a “Type II action” (as the quoted term is defined in the Regulations) because it falls within the ambit of the following action included on the Type II list specified in Section 617.5 of the Regulations:
(a) "maintenance or repair involving no substantial changes in an
    existing structure or facility" (617.5(c)(1)); and

2. The Project is not subject to further review under SEQRA; and

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

Signed: ___________________________  Dated: ___________________________
Jeffrey R. Donlon, AIA Associate, CSI, CDT
Façade Consultant • Envelope Specialist • Business Development Strategist
9 Brook Drive
Stony Brook, NY 11790
631-258-3989
JDonlon.fces@Outlook.com

July 30, 2019

Keith Klang, Library Director
Port Washington Public Library
One Library Drive
Port Washington, NY 11050

Re: Proposal for façade evaluation services
Port Washington Public Library

Dear Keith:

I am pleased to provide this proposal for professional façade evaluation services for the Port Washington Public Library. The information included in this proposal is based on our meeting on 7/22/2019, and the following information provided by H2M:

- Construction drawings prepared by Curtis + Davis Architects in New York, NY, dated 6/22/1967
- Addition & Alterations drawings prepared by Donald & Liisa Scaire Architects in New York, NY, dated 3/1/1999
- Facility Evaluation Report prepared by H2M architects + engineers, dated 7/17/2017

Our understanding of the scope of work is as follows:

Scope of Work

The specific purpose of this project was to conduct a facility conditions assessment to identify and prioritize façade restoration and maintenance needs for the existing Port Washington Public Library building at 1 Library Drive, Port Washington NY 11050.

During an initial walkthrough of the building with the Library Director and his Facilities Manager, signs of caulking and seam failures were observed on the exterior curtain wall, aluminum panels and cast stone panels, creating visible leaks and water damage. To facilitate bid solicitation and contractor award for the façade repair and restoration project, the Library desires to obtain narrative report to identify the failure points on the facade, determine the degree of damage, and recommend corrective actions.

The scope of my professional services shall be limited to façade consulting services associated with visual assessments of the existing conditions of façade, including exterior curtain walls, aluminum panels and cast stone panels, and preparation of a report describing existing conditions and any deficiencies and recommendations for remediation. A priority list and cost estimate for work items identified will also be provided. Upon presentation of the façade assessment report, subsequent services for construction documentation, bidding and solicitation and construction administration can be provided under a separate proposal, if desired by the Library.

The aforementioned project phase that is a part of this proposal is expanded below to further describe the tasks that will be completed under each phase.
Task 1 – Report Phase

For this phase of work, Jeffrey Donlon will assemble six (6) copies of an Evaluation Report of the said property, including the following items:

- A comprehensive site inspection to establish failure criteria for water intrusion.
- Plan and elevation drawings showing the layout for all floors of the existing buildings facade. (as provided by the library)
- A list of deficiencies and recommendations for repair.
- Photographs of conditions observed.
- Scope narrative summary describing existing systems.
- A detailed cost estimate for work items identified and categorized by priority.
- Attend a Library Board meeting and review the findings, discuss repair recommendations and explore phasing alternatives. (budgeted as 1 meeting)
- Note: All assessments are proposed to be by visual observation of accessible locations. Destructive probes are not proposed as part of the scope of services.

Meeting:

Jeffrey Donlon has budgeted for attendance at one meeting with the of Library Board for the report phase. At this meeting we will discuss the deficiencies and recommendations for repair. If additional time is required beyond the meeting as described above, Jeffrey Donlon can attend additional meetings on a time and expense basis.

PROFESSIONAL FEE BREAKDOWN

Pursuant to my understanding of the work and the information outlined above, Jeffrey Donlon proposes to perform the noted professional services on a lump sum basis. It is anticipated that the deliverable is to provide under this fee will be limited to a report which will encompass information and gathered during the respective walkthroughs, evaluations and a budgeting analysis indicating construction costs for each of the work items listed in Task 1.

Task 1 – Report Phase

Lump Sum Fee = $ 5,110.00

TOTAL ESTIMATED FEE FOR BASIC SERVICES: $ 5,110.00

A $1,750 lump-sum retainer shall be paid upon execution of this agreement. The Library hereby agrees to tender the remainder of the proposed fees in full, including all reimbursable expenses, upon delivery of the final report.

ADDITIONAL SERVICES (NOT PART OF BASE SERVICES ABOVE)

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 $125.00 per hour:

- Architectural, Civil, Structural, Mechanical, Electrical or Plumbing Engineering Services.
- Construction Documentation
- Interior Design and Finish / Furniture Selection.
- Renderings or 3D Fly-throughs.
- Attend additional meetings or make additional site visits.
• Bidding or Contractor Solicitation Services.
• Construction Administration Services.
• Unforeseeable conditions that surface during demolition or construction, such as the presence of hazardous materials (mold, lead, asbestos etc.), termite of 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 Owner, Jeffrey Donlon shall be compensated for services performed prior to notice of such suspension. When the project is resumed, Jeffrey Donlon shall be compensated for expenses incurred in the interruption and resumption of our services.

SERVICES NOT INCLUDED:

• SED Permitting Services
• Controlled / Special Inspection Services
• Legal witness or testimony
• Meetings with Village, Town or other Authorities Having Jurisdiction, such as special exception hearings, variance presentation with ZBA, etc.
• Environmental studies / testing / reports / design
• Engineering services associated with energy rebate programs
• Environmental (asbestos, lead, mold, etc.) studies / testing / reports / design / abatement
• Site surveying services
• Evaluation and design work to remediate existing non-conforming construction and building / zoning violations
• Any work not specifically outlined above

REIMBURSABLE EXPENSES

Jeffrey Donlon 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 and Document Reproduction and Copies, except those included in the Base Services above.
• Requested Express Mail
• Travel Expenses, including Mileage
• Research and purchase of documents from agencies

ADDITIONAL TERMS AND CONDITIONS

• 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. Jeffrey Donlon 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.
• Client Provided Information: Jeffrey Donlon 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 Jeffrey Donlon for any delays, costs, losses or damages caused by false, inaccurate, or non-compliant information provided by the client or client’s consultants.
PROVIDED BY OWNER

- Elevation and plan drawings to be used for reference

The offer to perform the proposed services shall remain open for ninety (90) 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 along with a check for $1,750 as a retainer. Thank you for your interest in my services.

I appreciate the opportunity to work with the Port Washington Public Library. If you have any questions or require further clarification, please feel free to contact the undersigned at 631-258-3989.

Sincerely,

[Signature]

Jeffrey L. Donlon, AIA, Assoc., CSI, CDT
Façade Consultant • Envelope Specialist • Business Development Strategist

Agreed and Accepted:

[Signature]

Print Name

Title

Signature

Date
August 15, 2019

To Whom It May Concern:

This letter certifies that the Port Washington Public Library has sufficient funds available, less the amount of the grant award, to complete the upgrade of the security camera system.

If you have any questions, please do not hesitate to contact me.

Thank you for your consideration of this matter.

Very truly yours,

[Signature]

Patricia Bridges
Vice President
Library Board of Trustees

2019-33.NLS
RESOLUTION IN SUPPORT OF FAIR ACCESS TO DIGITAL CONTENT

WHEREAS Nassau's public libraries have a duty to ensure access to information for all, and

WHEREAS publishers are increasingly imposing restrictions on library purchases of new and popular materials in digital formats, and

WHEREAS libraries are typically required to pay exponentially higher prices for copies of books in digital formats than consumers, and

WHEREAS these barriers are an impediment to the freedom to read, particularly for those who are most dependent on libraries, as well as a challenge to our long-held commitment to equity of access,

Now, therefore, be it RESOLVED that the Nassau Library System:

1. Supports all digital content being made equally available to libraries without moratorium or embargo and at fair prices
2. Supports NLS and member libraries raising public awareness of these issues
3. Supports NLS and member libraries taking active steps to reduce the efficacy of publisher practices that are harmful to libraries and readers

Adopted by the Nassau Library System Board of Trustees on August 26, 2019.
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Wooden Chairs w/metal frames</td>
<td></td>
<td></td>
<td></td>
<td>16</td>
<td>Donated to Local Schools (10)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(6 badly damaged)</td>
</tr>
<tr>
<td>Portable White Board</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>Damaged and unusable</td>
</tr>
</tbody>
</table>

Date Submitted: September 18, 2019

Board Approved:
Sexual Harassment Prevention Policy

Introduction
The Port Washington Public Library ("Library") is committed to maintaining a work environment free from sexual harassment, which is one form of employment discrimination. This Policy is one component of the Library’s commitment to a discrimination-free work environment.

Policy:
1. This Policy applies to all employees, elected and/or appointed officials, and applicants for employment. It also applies to individuals who are not employees of the Library, but who are employees of contractors, subcontractors, vendors, consultants, volunteers and other persons who provide services in the Library’s workplace, such as interns and temporary employees.

2. Sexual harassment is not tolerated by the Library and is prohibited by this Policy. This Policy prohibits not only behavior that constitutes unlawful harassment, but also other inappropriate or unprofessional behavior that may reasonably be considered offensive or otherwise inappropriate. Employees and other individuals covered under this Policy will be subject to disciplinary or other corrective action for any violations of this Policy. Where applicable, such discipline shall be in accordance with any statutory rights and/or collective bargaining agreement protections to which the individual may be entitled.

3. No person covered by this Policy shall be subject to adverse employment action because he/she makes a good faith report of an incident of sexual harassment, or provides information, or otherwise assists in any investigation of a sexual harassment complaint. Any person covered by this Policy, who retaliates against anyone involved in a sexual harassment investigation, is in violation of this Policy and subject to remedial or disciplinary action.

4. The Library will conduct a prompt, thorough, impartial, and appropriate investigation, consistent with this Policy, in response to any complaint about sexual harassment. The Library may also investigate other circumstances of inappropriate conduct occurring in its workplace or affecting the terms and conditions of employment for its employees or other individuals working in its workplace. The Library will take appropriate corrective action whenever sexual harassment or other inappropriate conduct is found to have occurred. All employees, including but not limited to department heads and supervisors, are required to cooperate with any internal investigation of sexual harassment conducted by the Library.

What Is "Sexual Harassment"?
Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is of a sexual nature or which is directed at an individual because of that individual’s sex when:
• Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating a hostile work environment, even if the complaining individual is not the intended target of the sexual harassment;

• Such conduct is made either explicitly or implicitly a term or condition of employment;

• Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment; or

• Such conduct has the purpose or effect of subjecting an individual to inferior terms, conditions or privileges of employment.

A sexually harassing hostile work environment can consist of unwelcome advances, threats, derogatory comments, signs, jokes, pranks, intimidation, physical contact, violence, or other conduct which is of a sexual nature, or which is directed at an individual because of that individual’s sex, where the conduct alters the terms of employment for the individual subject to the harassment. It makes no difference if the individual engaging in such conduct is ‘just joking’ or “teasing” or “playful.”

Sexual harassment can also occur when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

**Examples of sexual harassment:**

The following is a non-exhaustive list of some of the types of acts that may constitute sexual harassment:

• Physical acts of a sexual nature, such as:
  • Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employees’ body;
  • Rape, sexual battery, molestation or attempts to commit these assaults.

• Unwanted sexual advances or propositions.

• Sexually-oriented gestures, noises, remarks, jokes, or comments about a person’s sexuality or sexual experience.

• Written conduct such as authoring threatening, derogatory or offensive letters, e-mails, text messages, or social media posts.

• Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  • Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes sexual displays on computers, tablets, cell phones or any other devices in the workplace.
• Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

• Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity, or the status of being transgender.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassers can be a superior, a subordinate, an elected and/or appointed official, a coworker or anyone else in the workplace, including an independent contractor, contract worker, vendor, or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at employer-sponsored events, or other occasions outside of work, i.e., not in the workplace. Calls, texts, emails, and social media usage containing inappropriate messages, language, pictures, videos or graphics may also constitute or contribute to unlawful workplace harassment, even if they occur away from the workplace, on personal devices, or during non-work hours.

What is “Retaliation”? 

Retaliation includes any conduct, whether or not in the workplace or employment-related, which might deter a reasonable person from making or supporting a charge of discrimination or harassment and is directed at someone who engages in protected activity. Protected activity includes opposing a discriminatory practice, making a good faith report of a suspected violation of this policy, filing a harassment complaint, participating in an investigation or proceeding of such a report or complaint, or encouraging a fellow employee to make a report. Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. The Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee or other person covered by this Policy, who has been subjected to behavior that may constitute sexual harassment, is encouraged to report such behavior to a supervisor, department head, the Director of Human Resources or the Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, department head, the Director of Human Resources or the Library Director. If possible, the employee or witness should tell the alleged harasser that his/her actions are not welcome and must stop immediately.

If an employee makes a report to his/her supervisor or department head and believes the supervisor or department head is not taking appropriate action, the employee should report this inaction to the Director of Human Resources or the Library Director. If an
employee believes that his/her supervisor or department head violated this Policy, then the employee should report the matter to a higher-level department head, or to the Library Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all individuals are encouraged to use this complaint form, but using the form is not required. Regardless of whether being made verbally or in writing, a report of sexual harassment should be as detailed as possible and include the names of the individual(s) involved, any witness(es) to the harassment, direct quotes and/or evidence (e.g., notes, e-mails, digital recordings, etc.) of the harassment. Individuals who report sexual harassment on behalf of another person should state clearly that the complaint is being made on another person’s behalf.

**Supervisory Responsibilities**

Any supervisor or department head who receives a complaint or information about suspected sexual harassment or observes conduct that may be sexually harassing behavior or otherwise learns of such conduct, **is required to take appropriate steps to address the conduct and to report such suspected sexual harassment to the Library Director.**

In addition to being subject to discipline if they engaged in sexually harassing conduct or retaliation themselves, supervisors and department heads will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

**Investigation of Sexual Harassment**

All reports, complaints or other information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely and thorough manner commensurate with the nature of the complaint and will be confidential to the extent possible.

In conducting an appropriate and impartial investigation, the Library’s procedures will include these protections: The Library will provide appropriate notice of the allegations to anyone who is the subject of a harassment complaint and an opportunity to provide a response to the allegations. Complainants and witnesses will be provided with an appropriate opportunity to present relevant information including documents relevant to the investigation. The Library may adapt and modify the investigatory procedure, in its discretion, based on the nature of the complaint and the conduct at issue.

All employees and other individuals covered under this Policy may be required to cooperate, as needed, in an investigation of suspected sexual harassment. Employees and other individuals who participate in any investigation are protected from retaliation.

All persons involved in the reporting and investigation of harassment are obligated to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to allow the Library to conduct an objective and appropriate investigation.

If the Library determines that this Policy has been violated, it will take effective remedial action commensurate with the circumstances. Any employee who has been found by the
Library to have harassed another employee in violation of this policy will be subject to corrective action, up to and including termination where appropriate. Any appropriate disciplinary action will be taken in accordance with applicable law and/or the terms of any applicable collective bargaining agreement. If it is concluded that a non-employee has subjected an employee or other person protected by this Policy to conduct in violation of this Policy, prompt and effective action will be taken to stop the harassment and deter any future harassment.

The Library will notify the individual who was subject to the reported conduct and the person who filed the complaint of the conclusion of its investigation and will follow up with that individual as appropriate under the circumstances.

**Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the Library, it is also prohibited by state, federal, and, where applicable, local law. In addition to the procedures described in this Policy, individuals may choose to pursue legal remedies with the following governmental entities:

The New York State Division of Human Rights (DHR) enforces the Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., which prohibits sexual harassment in employment in New York State, and protects employees, and other individuals working in an employer's workplace. A complaint alleging a violation of the Human Rights Law may be filed either with the DHR, subject to a one-year statute of limitations, or in New York State Supreme Court, subject to a three-year statute of limitations.

If unlawful discrimination is found after a hearing, the DHR or the court may award relief, which may include requiring the employer to take action to stop the harassment, to redress the damage caused, including reversing an unlawful employment action, and paying monetary damages, attorneys' fees, and civil fines. The DHR can be contacted at (888) 392-3644 or at www.dhr.ny.gov.

The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 Civil Rights Act (codified as 42 U.S.C. § 2000e et. seq.). An employee must file a complaint with the EEOC within 300 days from the conduct giving rise to the complaint. The EEOC investigates complaints and may pursue a claim in federal court on behalf of the complaining party, or issue a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred. The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)), or at their website: www.eeoc.gov or via email at info@eeoc.gov. If an individual files an administrative complaint with the DHR, the DHR may file the complaint with the EEOC to preserve the individual's right to proceed in federal court.

**Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. If the harassment involves physical touching, coerced
physical confinement or coerced sex acts, the conduct may constitute a crime, and it may be appropriate to report such conduct to the local police department.

**Other Types of Harassment**

The Library also prohibits discrimination or harassment on the basis of race, color, creed, ethnicity, disability, religion, national origin, military status, age, gender, arrest record, veteran status, sexual orientation, marital status, familial status, domestic violence victim status, criminal history, citizenship, predisposing genetic characteristics, genetic information, or any other category protected by law. For more information, see the Director of Human Resources of the Library Director.

Questions

If you have any questions about this Policy, please contact the Director of Human Resources or the Library Director.
Port Washington Public Library
Sexual Harassment Complaint Form

This form is designed to assist individuals making a report under the Library’s Sexual Harassment Prevention Policy. If you believe you are, or have been, subject to conduct in violation of the Sexual Harassment Prevention Policy, or witness or otherwise become aware of such conduct, you are expected to report that information either verbally or in writing. It is the policy of the Library to promptly and thoroughly investigate such reports.

If you wish to make a written report, you may use this form to do so. After completing this form, please submit it to the Director of Human Resources or the Library Director. If you are more comfortable reporting verbally or in another manner, you are welcome to do so.

The Library prohibits retaliation against any individual who opposes a discrimination practice, makes a good faith report of discrimination or harassment, or who participates in an investigation of such reports. Your cooperation in truthfully completing this form and providing as much accurate information as possible will enable us to investigate and respond to these matters.

YOUR INFORMATION

Name: ____________________________________________
Home Address: ___________________________ Work Address: ___________________________
______________________________________________________________________________
Personal Phone: ___________________________ Work Phone: ___________________________
Job Title: ___________________________ Email: ___________________________
Preferred Communication Method: ____________________________________________

SUPERVISOR’S INFORMATION

Immediate Supervisor’s Name: ___________________________ Title: ___________________________
Work Phone: ___________________________ Work Address: ___________________________
______________________________________________________________________________

INFORMATION CONCERNING SUSPECTED HARASSMENT

1. The name of the person(s) involved in your complaint
Name: ___________________________ Title: ___________________________
Work Address: ___________________________ Work Phone: ___________________________
Other identifying information: ____________________________________________

Relationship to you: □Supervisor □Subordinate □Co-Worker □Other: _____________
2. Please describe the conduct or incident(s) that are the basis of this report and your reasons for believing the conduct is harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.


3. Date(s) harassment occurred: __________________________________________ |
   Is the harassment continuing?  □ Yes  □ No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint. Please use additional sheets of paper if necessary.


5. Have you previously complained or provided information (verbal or written) about harassment at the Library? If yes, when and to whom did you complain or provide information?

Upon receipt of this report, a Human Resources representative will contact you. Every effort will be made to assure that confidentiality will be maintained throughout the investigatory process to the extent consistent with the need to investigate your report and to take appropriate corrective action. For additional information, see the Sexual Harassment Prevention Policy.

The information provided in this report is true and complete and I request that the Library investigate this complaint and advise me of the outcome of the investigation.

Signature: ___________________________________________  Date: ________________
I - GENERAL POLICY

A. The children’s area is intended for use by children and their parents and caregivers. Library staff will ask adults not requiring immediate access to children’s materials to relocate to another area of the Library.

B. Patrons will be required to leave the building if their upper or lower bodies are unclothed. Shoes must be worn at all times.

C. Patrons whose bodily hygiene is so offensive as to constitute a nuisance will be asked to leave the Library.

D. No bathing, shaving, or washing clothes or other misuse of Library restrooms or water fountains.

E. Food and beverages are prohibited except in designated areas and/or when served with prior approval of the Library. Alcoholic beverages are not permitted except during Library sponsored events.

F. There is no smoking/vaping on Library property.

G. Use of furniture, floors, or stairways in a manner that hinders access by other patrons, is unsafe, or could damage Library property is forbidden.

H. Running, skateboarding, rollerblading, and other forms of boisterous behavior on Library property is prohibited.

I. No soliciting, petitioning, or distributing materials in the building or on Library grounds without prior Library permission.

J. Pets may not be brought into the Library with the exception of trained guide dogs or pets assisting disabled persons. Pets may not be brought into the Library with the exception of service animals as defined by applicable law.

K. Patrons may not enter unauthorized areas of the Library or remain in the Library after closing or during emergency evacuations or drills.

L. Library staff may inspect briefcases, handbags and other personal belongings or packages to assure compliance with Library policies.

The above rules are not intended to be a complete list of violations, but are intended for guidance only. The Library Board, the Library Director and Library staff reserve the right to take appropriate actions against any other behavior which can reasonably be deemed to be offensive or disturbing to Library patrons.

The primary responsibility for insuring compliance with these regulations rests with the guards employed by the Library. The guards, and other staff members, are authorized to expel persons who, advised of the regulations above, fail to comply with them.
Long Island Library Resources Council and Nassau County Library Association invite you to the

34TH ANNUAL LEGISLATIVE BREAKFAST

Friday, October 4, 2019 at 8:30 AM

Hosted by the Nassau Library System
900 Jerusalem Avenue, Uniondale

Register online by September 26 at bit.ly/2019nassaubreakfast
ALL LIBRARIES ARE POWERFUL:
WHAT'S YOUR STORY?
Keynote Address

Astra Taylor
Thursday, November 14, 9:00 – 10:15 AM
Philosophical Publics: Ruling Ourselves, Thinking Together

Democracy is a word we hear all the time, but we rarely pause to reflect on what it actually means. Building on her 2018 documentary “What Is Democracy?” and recent book, Democracy May Not Exist, but We’ll Miss It When It’s Gone, Astra Taylor will speak about democracy’s inherently paradoxical nature. Both ideal and action, a combination of theory and practice, democracy demands that every single one of us think philosophically—even though Plato, one of democracy’s first and most famous critics, lamented that democracy marginalizes the wise (in other words, philosophers like himself). This talk will address the challenge and urgent necessity of nurturing philosophical publics and creating spaces where people can come together to ask the Socratic question: How should we live?


2019 NYLA Conference Schedule

<table>
<thead>
<tr>
<th>Wednesday 11/13</th>
<th>Thursday 11/14</th>
<th>Friday 11/15</th>
<th>Saturday 11/16</th>
</tr>
</thead>
</table>
| **Pre-Con CE Programs**  
9:30 – 12:30 Half Day AM  
1:30 – 4:30 Half Day PM  
9:30 – 4:30 Full Day | **NYLA Annual Membership Meeting**  
8:00 – 9:00 | **Breakfast with the Vendors**  
8:00 – 8:30 | **Intellectual Freedom for Breakfast**  
8:00 – 9:00 |
| **NYLA Council Meeting**  
11:00 – 1:00 | **Keynote Address**  
9:00 – 10:15 | **Program Slot #3**  
8:30 – 9:45 | **Program Slot #7**  
9:30 – 10:45 |
| **Local Tours**  
2:00 – 5:00 | **Trade Show Grand Opening**  
10:30 – 11:30 | **Exclusive Trade Show Time**  
9:45 – 10:45 | **Program Slot #8**  
11:00 – 12:15 |
| **Section Board Meetings**  
7:00 – 10:00 | **ESLN Luncheon**  
12:00 – 1:30 | **Program Slot #4**  
11:00 – 12:15 | |
| | **Program Slot #1**  
1:45 – 3:00 | **Section Luncheons**  
12:30 – 2:00 | |
| | **Exclusive Trade Show Time**  
Trade Show Reception  
3:00 – 4:00 | **Program Slot #5**  
2:15 – 3:30 | |
| | **Program Slot #2**  
4:00 – 5:15 | **Program Slot #6**  
3:45 – 5:00 | |
| | **Author! Author!**  
New Members Meet & Greet  
5:30 – 7:30 | **Battle Decks**  
5:30 – 7:00 | |
| | **Scholarship Fund Benefit Event**  
8:00 – 10:00 | **Inaugural Banquet**  
7:00 – 9:00 | |

The NYLA Annual Conference Brochure is published annually for attendee information for the New York Library Association Annual Conference. All programs, speakers, dates and times are subject to change without notice.

Visit nyla.org/conference for expanded conference information and registration
Bridging the Long Island Library Community


When: October 11, 2019
     8:00 AM - 4:00 PM
Location: Heritage Club - at Bethpage

REGISTRATION
- Conference Registration - $130.00
  LILRC Members and Non-Members
- Early Bird FIRST TIME ATTENDEE - $99.00
  First Time Attendee - LILRC Member, Non-Member
- Early Bird Registration - $110.00

Early Bird Registration through August 31st

George Orwell's book made "Big Brother is watching you" a famous phrase. This is a resonant phrase in today's society with Facebook, Google and others capturing terabytes of data about individuals. The advent of many modern technologies makes it possible for companies and governments to track an individual’s movements, speech, and activities in unprecedented ways. This year's conference on Libraries and the Future: Libraries in a Post Privacy World brings this issue to the forefront.

The conference will open with Lee Rainie (Director, Internet and Technology Research at Pew Research) speaking on the research Pew is conducting on privacy, trust, facts and democracy. David Carroll is an associate professor of media design at the New School and will be talking about his views on privacy.
He mounted a legal challenge to Cambridge Analytica in the UK courts and is featured in The Great Hack on Netflix. **Davis Erin Anderson** from the Metropolitan New York Library Council will be discussing the work she is doing with NYPL, Queens Public Library and Brooklyn Public Library in digital safety. The last speaker is **Ed Tenner** who is an independent writer and speaker holding the titles of Distinguished Scholar in the Smithsonian's Lemelson Center for the Study of Invention and Innovation, and a visiting scholar in the Rutgers University Department of History. He will be discussing individuals right to discover and how it balances against individuals right to be forgotten.

Libraries are leaders in protecting and promoting privacy. This is an important issue for all staff in libraries. Every person who works in a library has a responsibility to safeguard the privacy of their patrons. This conference offers current and future library leaders a chance to explore and discuss “big ideas” that will most certainly influence how they navigate their future and that of their libraries. We encourage directors to send all staff to learn more about this important issue.

A certificate for 6 Professional Development Hours (.6 CEU’s) will be emailed after the workshop.

**Abbreviated Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am</td>
<td>Registration and Breakfast</td>
</tr>
</tbody>
</table>
| 9:15am | Trust, Democracy, and Privacy: *How Libraries fit into the biggest issues of the day*  
Lee Rainie, Director, Internet Technology Research at Pew Research |
| 10:45am| Dark Data                                                            
David Carroll, Associate Professor of Media Design at New School |
| 1:00pm | **Our Data, Ourselves: The Implications of Today’s Data-based Landscape on Libraries and Their Patrons.**  
Davis Erin Anderson, METRO |
| 2:30pm | **Libraries in the Age of Algorithm**  
Ed Tenner, Distinguished Scholar, Smithsonian’s Center for the Study of Invention and Innovation |

Call Eliscia at 631-675-1570 Ext 2001 or email ecirrone@lilrc.org for the First Time Attendee discount code- receive 10% OFF.
In attendance: Christie Devereaux, Pam Record, Allan Fishkind, Lynda Schwartz, Shelle Schneide, Betty Gimbel, Ellen Hallie Schiff, Barbara E. Fishman, Shelley Holtzman, Patti Paris, Toby Ozure, Linda Sandman and Vanessa Nastro.

Betty and Shellie opened the meeting at 7:00 p.m.

May Minutes were approved.

Toby reminded the Council of the procedure for the AAC Member Show in July. Members must deliver their chosen artworks between 10:30 and 11 am on July 1. Artwork can be left in Vanessa’s office. The show will come down on August 27th. Members should pick up their pieces between 9-11 am. Patti will be in the gallery to oversee the take-down.

Barbara has volunteered to reach out to Marion Klein (Honorary Member) about submitting a piece for the show. All honorary members are encouraged to submit a piece for the show.

Toby and Vanessa discussed updates for the September exhibit. Members of the artist's family will assist with the art transport as well as the installation. The family has confirmed that the art reception will be on September 7th and the take-down will be on the morning of October 1st.

The October artist Gail Koflat will not have an art reception. Her install is confirmed for the afternoon of October 1st. The take-down is tentatively scheduled for November 1st.

The November artist, Elsie Dixon will install her own show on November 1st with the help of her assistants. Her take-down will be December 2nd.

Linda Sandman will contact the artist Viktoria Basina for a December exhibit. The artist will also need to confirm art transport from her studio in Brooklyn. A few of her pieces may not be appropriate for the exhibit. Her exhibit chairs will discuss suitable pieces with Vanessa.

Artist Lori Horowitz has been accepted for an exhibit but she will be asked to visit the gallery for a test install to make sure her mixed media art can be installed safely. Christie will call the artist to set up a day and time to visit the Adler Gallery.

THE NEXT MEETING WILL BE September 11th at 7PM.
<table>
<thead>
<tr>
<th>Received From</th>
<th>Date</th>
<th>Comment</th>
<th>Forwarded/Responded</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.S.</td>
<td>8/8/19</td>
<td>Have some table or working platform next to copying machines. It is very difficult to copy more than one page – nowhere to put things</td>
<td>KK</td>
</tr>
<tr>
<td>Anonymous</td>
<td>8/26/19</td>
<td>Please install splash guards for floor in lower level bathroom (Men’s) like first floor bathroom. Thank you</td>
<td>JH (fixed)</td>
</tr>
<tr>
<td>J.K.</td>
<td>8/26/19</td>
<td>Please put the barcodes on the front of the audiobooks so that the description /synopsis of the book can be read. Thank you.</td>
<td></td>
</tr>
<tr>
<td>B.S.</td>
<td>8/26/19</td>
<td>Please consider adding “Restorative Yoga” to exercise program. I believe Donna teaches it.</td>
<td></td>
</tr>
<tr>
<td>Anonymous</td>
<td>8/26/19</td>
<td>More superhero books.</td>
<td></td>
</tr>
<tr>
<td>Anonymous</td>
<td>8/26/19</td>
<td>Please consider adding brown sugar to the coffee sweet options. Brown sugar is healthier and maybe the cost is the same as the other options.</td>
<td></td>
</tr>
<tr>
<td>Received From</td>
<td>Date</td>
<td>Comment</td>
<td>Forwarded/Responded</td>
</tr>
<tr>
<td>----------------</td>
<td>--------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Anonymous</td>
<td>7/8/19</td>
<td>We visited as part of the Nassau County Library tour &amp; we <strong>LOVE</strong> your Library! Our favorite one so far!!</td>
<td>K.K.</td>
</tr>
<tr>
<td>E.M.</td>
<td>7/16/19</td>
<td>I love playing at the library! (age 3)</td>
<td>K.K.</td>
</tr>
<tr>
<td>S.N.</td>
<td>7/22/19</td>
<td>Good morning Keith, I want to thank you from the bottom of my heart for having the library open tomorrow, Sunday 7/21/19 in the afternoon. I am a senior citizen on a fixed income. The opportunity to be somewhere to cool during the heat wave is <strong>much</strong> appreciated!</td>
<td>K.K.</td>
</tr>
<tr>
<td>Anonymous</td>
<td>7/25/19</td>
<td>Please offer travel programs to Europe, France, Italy &amp; Austria would be fantastic. Best deals-time of year etc. (senior deals). Kind thanks.</td>
<td>R.F./Yes</td>
</tr>
<tr>
<td>L.X</td>
<td>7/25/19</td>
<td>I have some book suggestions: 1) The 100 story tree house and 2) Perry Jackson and the Olympians (this one is a series)</td>
<td></td>
</tr>
<tr>
<td>Nicole</td>
<td>7/25/19</td>
<td>More computers</td>
<td>J.H./Yes</td>
</tr>
<tr>
<td>PORT WASHINGTON PUBLIC LIBRARY STATISTICS - YEAR END 2018-2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>SEPTEMBER</td>
<td>DECEMBER</td>
<td>MARCH</td>
</tr>
<tr>
<td>---</td>
<td>-----------</td>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td>1st</td>
<td>2nd</td>
<td>3rd</td>
</tr>
<tr>
<td>CIRCULATION</td>
<td>67,576</td>
<td>60,989</td>
<td>63,742</td>
</tr>
<tr>
<td>E-BOOKS</td>
<td>10,170</td>
<td>10,005</td>
<td>12,329</td>
</tr>
<tr>
<td>TOTAL CIRCULATION</td>
<td>77,746</td>
<td>70,994</td>
<td>75,077</td>
</tr>
<tr>
<td>TOTAL QUESTIONS</td>
<td>22,818</td>
<td>24,425</td>
<td>25,267</td>
</tr>
<tr>
<td>ITEMS BORROWED</td>
<td>6,565</td>
<td>7,129</td>
<td>8,076</td>
</tr>
<tr>
<td>ITEMS LOANED</td>
<td>7,903</td>
<td>7,057</td>
<td>6,858</td>
</tr>
<tr>
<td>SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Computers</td>
<td>8,043</td>
<td>8,186</td>
<td>8,164</td>
</tr>
<tr>
<td>Children’s Computers</td>
<td>2,538</td>
<td>2,096</td>
<td>2,402</td>
</tr>
<tr>
<td>YA MAC</td>
<td>715</td>
<td>847</td>
<td>512</td>
</tr>
<tr>
<td>Online Databases</td>
<td>22,604</td>
<td>22,065</td>
<td>24,202</td>
</tr>
<tr>
<td>Tutor.com</td>
<td>332</td>
<td>497</td>
<td>339</td>
</tr>
<tr>
<td>Home Visits</td>
<td>38</td>
<td>38</td>
<td>41</td>
</tr>
<tr>
<td>WebSite Visits</td>
<td>52,837</td>
<td>64,704</td>
<td>71,810</td>
</tr>
<tr>
<td>PROGRAMS OFFERED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>152</td>
<td>262</td>
<td>233</td>
</tr>
<tr>
<td>YA</td>
<td>13</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>Children</td>
<td>108</td>
<td>137</td>
<td>146</td>
</tr>
<tr>
<td>ESOL</td>
<td>153</td>
<td>354</td>
<td>364</td>
</tr>
<tr>
<td>Non-Library</td>
<td>57</td>
<td>90</td>
<td>69</td>
</tr>
<tr>
<td>TOTAL</td>
<td>483</td>
<td>856</td>
<td>827</td>
</tr>
<tr>
<td>PROGRAM ATTENDANCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>4,128</td>
<td>6,492</td>
<td>5,779</td>
</tr>
<tr>
<td>YA</td>
<td>189</td>
<td>111</td>
<td>306</td>
</tr>
<tr>
<td>Children</td>
<td>3,142</td>
<td>4,481</td>
<td>5,004</td>
</tr>
<tr>
<td>ESOL</td>
<td>750</td>
<td>2,470</td>
<td>2,285</td>
</tr>
<tr>
<td>Non-Library</td>
<td>1,326</td>
<td>2,629</td>
<td>1,923</td>
</tr>
<tr>
<td>TOTAL</td>
<td>9,555</td>
<td>16,183</td>
<td>15,297</td>
</tr>
<tr>
<td>TOTAL COLLECTION ADDITIONS</td>
<td>2,370</td>
<td>3,197</td>
<td>3,309</td>
</tr>
<tr>
<td>TEEN SPACE ROOM USE</td>
<td>2,817</td>
<td>3,026</td>
<td>3,914</td>
</tr>
<tr>
<td>NOTARIZATIONS:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>People</td>
<td>426</td>
<td>374</td>
<td>480</td>
</tr>
<tr>
<td>Documents</td>
<td>670</td>
<td>625</td>
<td>721</td>
</tr>
<tr>
<td>PATRONS ADDED</td>
<td>520</td>
<td>370</td>
<td>485</td>
</tr>
</tbody>
</table>

**NOTES:** World Festival in 2018 (Patrons Entering Library)
Sessions Attended:

Emerging Technology Showcase

Three librarians from different libraries spoke about the ways they are implementing emerging technologies in their spaces. They showcased specific pieces of technology they’re using and discussed some of the lessons learned from creating their tech spaces. Technologies that came up frequently included: virtual reality headsets, augmented reality-based activities, robotics, laser cutters, and 3D printing.

This session was very valuable in providing insight into what technologies other makerspaces are implementing right now. At PWPL, we have begun to offer many of these technologies and plan to offer more with the continued development of The Lab.

- Obtain support to launch and maintain (both from inside the library and through outside organizations and volunteers)
- It’s important to consider how and when you introduce technologies so they have a better chance of “wow-ing” patrons
- Be comfortable with uncertainty, risk, and failure
- Offer programs that scaffold up and make people feel a sense of ownership over technology
- Offer relatively low-tech programs as a way to introduce people to higher-tech offerings

Preserving Podcasts

Presenters from the Preserve this Podcast (PTP) organization talked about the best ways for indie podcasters to preserve their work. Podcasts are fully digital files that are typically hosted by third-party providers. Generally, those third-party sources only host while the user pays the subscription fee and then these podcasts may no longer be accessible. PTP ran studies that found that most podcasters are not familiar with archival practices. Podcasters with an institutional affiliation are more likely to have a backup strategy but 28% of these podcasters were unaware of what their institution’s backup strategy was.

As we begin to offer our recording studio at the library, we will most likely be hosting indie podcasters. These podcasters may not have a plan in place for preserving that work. We could offer Preserve this Podcast workshops in order to help local podcasters ensure that their work exists somewhere, even if they stop paying to keep it publicly available. Some of these tips are applicable beyond podcasts into all digital file preservation as well.

- Early podcasts are no longer available
- First step is to develop a method for organizing associated files
- Create a back-up plan (3-2-1 backups, 3 copies of files, 2 separate devices, 1 copy stored geographically far from you)
- Create metadata, it provides a chance to self-define and contextualize work
Coding for America

Organizers from Code for America and librarians who had partnered with that organization presented on the mission behind Code for America and how libraries can contribute to and partner with the organization. Code for America is an organization that strives to use technology to make government services more accessible and user-friendly for the public to take advantage of. This session focused on the work they did with libraries in Cleveland and in Pittsburgh. The project in Cleveland was called Open Cleveland. It meets every three weeks and coders and noncoders alike work together to digitize public data so that it is easily viewable. They also participated in the National Day of Civic Hacking, in which members of the public edited an open street map to add rec centers, schools, and other places that may not have been initially mapped. In Pittsburgh, they created the Civic Switchboard. The Civic Switchboard is a project for libraries to partner with organizations that have civic data and improve data literacy in their communities. This way libraries can serve as a bridge to create community partnerships between organizations that could work well together.

Building Tech Program Partnerships for Small to Large Library Systems

Representatives from a small public library, a medium sized public library, and a large public library system talked about the tech partnerships they were able to create. The partners for these libraries ranged from large tech companies to local businesses and schools. An interesting example was a library that partnered with Goodwill to receive tech they can’t sell for monthly “take it apart” sessions.

As we continue developing The Lab @ PWPL, we will be able to offer more services directly, but we will also benefit from reaching out and partnering with organizations so that we can expand our services and programs even further. We have already successfully partnered with Wright Music in our instrument lending library and Instrument Petting Zoo programs. We may also be able to reach out to other local businesses and find ways to bring in new programs.

- Assess what benefit the library is offering in exchange (space to host an event, free advertising)
- Conduct a gap analysis to see where the library can most benefit from partnering
- Locate appropriate partners (use LinkedIn, local public meetings, visit local businesses)
- Create a document outlining responsibilities and expectations on both sides

Privacy by Design

Libraries have always been concerned with protecting the privacy of our patrons and preserving intellectual freedom. As technology and the Internet expand, we’re seeing new challenges to doing this. The presenters discussed the Library Freedom Project and laid out a number of suggestions for how libraries can continue to work as defenders of privacy and intellectual freedom. It’s important to not only consider how the library itself protects privacy, but also evaluate how well the various third-party vendors who interact with patron data protect privacy.

At PWPL, we have held both patron and staff trainings regarding Internet safety and privacy. This is a topic that continues to be relevant to us and our patrons and we will continue to actively address it.

- Think about vendors’ privacy policy and data collection
- Create a library privacy policy
- Hold staff trainings
- Hold patron trainings
- Bring privacy into one-on-one tech conversations with patrons
- Can use ALA resources to conduct a privacy audit and evaluate how well the library is upholding ALA standards
- Not all privacy is about technology – also think about paper sign-in sheets/registrations

**Makerspaces and Invention**

Members of the US Patent Office discussed libraries working as patent and trademark resource centers (PTRCs). All PTRCs are located in libraries and are fully open to the public. They pair well with makerspaces, which are already drawing in makers who may be interested in protecting their intellectual property. PTRC library staff are trained in using patent databases so that they may assist patrons in determining whether or not there is a pre-existing patent for what they are inventing. While libraries cannot provide legal advice regarding the patenting process, they can use the patent databases and their research skills to help patrons who are seeking to protect intellectual property determine if a patent is a viable next step for them.

At PWPL, we've already had some makers use our 3D printing services for prototyping. While PWPL is not a PTRC, we can find nearby centers to direct our patrons to in order to help protect their intellectual property.

**History Comes Alive: Augmented Reality and Libraries**

The Carroll County Public Library partnered with a local historic site (the Union Mills homestead) and VR/AR company to produce a custom AR experience for their patrons and visitors to this site. They created a traveling exhibit which included two AR animations, one of the grist mill and one of the tannery. These animations were used to illustrate concepts that are difficult to transmit through text and 2D images.

This particular use of augmented reality was very pricey and required contracting the services of a company that specializes in creating these experiences. However, there are many ways we can introduce augmented reality at PWPL. We are looking to order Merge Cubes, which pair with several AR apps. There's also software like HP Reveal, which may give us the opportunity to create our own AR experiences. As augmented reality increases in popularity and function, providing patrons a first opportunity to interact with the technology will prove valuable.

**Role of Technology in Redesign of Library**

This session was done as a large group discussion about including technology when renovating library spaces. Attendees shared experiences and presented suggestions for how to implement ideas. The session broke the discussion into these themes: challenges, accessibility considerations, technology spaces & patron usage, and the use of technology directly to assist in redesigns. There were some interesting ideas brought up, several academic libraries had incorporated exercise equipment into their libraries, such as bike desks or treadmills combined with audiobooks. Software suggested included project management software, such as Trello, and 3D modeling software, such as Sketchup.
This discussion was very helpful to have in mind as we continue to make changes to The Lab. The discussion of accessibility was particularly valuable to keep in mind as we consider the layout of the space.

- Think about what tech will make an impact vs. what is just flashy
- Keep the space flexible, not tethered to the tech of the moment
- Make sure vendors are compliant with accessibility needs
- Make sure technology is at a height that keeps it accessible for wheelchair users
- Don’t just respond to complaints, make accessibility part of the design from the beginning

**Exhibit Hall Takeaways:**

**Meeting with the Sharjah Public Library of the UAE**

A Port Washington resident was consulting with the Sharjah Public Library and reached out so that we could exchange ideas and information. They had several questions about the services we offer, particularly some of our technology and databases. Since returning, I have connected their library director with Jean Bennett so they could learn more about the databases we offer here. It was a unique opportunity to learn about the role the library plays in their society and the struggles and successes they have had in the UAE.

*Sony Koov*

This seemed interesting, with the caveat that it’s a very new item, so I would wait to see some reviews come back before looking into it further. It’s Sony’s entry into the STEAM programming world. Programmable robots that you build yourself, similar to a Lego Mindstorms.

**Oculus Quest**

This is a new standalone VR headset. Up until this point, VR headsets all had to be paired with either a high-end computer, a gaming console, or a smartphone to work. The quality of the headset was good in the demo I received, but unfortunately, it’s currently only able to run applications made available through the Oculus store. This is very limiting, other devices have more games and apps available for use. If they open it up in the future, it may be worth revisiting.

**StackMap**

This company creates maps of the library that direct patrons to where a specific item is held. These maps can integrate into Encore so when a patron searches for an item, they are shown a map of where in the building to locate it.

**Vidcode**

A web-based program that teaches coding through the creation of videos. It comes with a premade curriculum, so instructors don’t need to have pre-existing coding skills to teach this and it goes a step beyond the drag-and-drop programming of Scratch. This could definitely be a good fit for some instructional programs for our tweens and middle schoolers, particularly if we also implement some drag and drop coding programs for the younger set.

**General Takeaways**
The technology that came up the most at these sessions and in the exhibit hall was definitely virtual reality and augmented reality. We have been offering virtual reality experiences at PWPL for close to a year now and they have proven popular. The next step will be to introduce augmented reality to our community and to remain up to date on related technologies. Another theme that came up was the access to information, both from the perspective of keeping personal data/information private and from the perspective of preserving or creating access to public information or creative works. ALA was an incredible learning opportunity and I am very grateful to have been given the opportunity to attend.