

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of July 28, 2005

Approved

ANNUAL REORGANIZATIONAL MEETING

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library was held on July 28, 2005 in the Northport Library Conference Room.

1) CALL TO ORDER

Mr. William Martin called the meeting to order at 10:10 A.M. Also attending were Ruth McKay, Elizabeth McGrail, C. Annette Carr, Robert Little, Director Stephanie Heineman, Assistant Director Eileen Minogue and Assistant Director James Olney.

2) REORGANIZATION OF BOARD

A. Mrs. McGrail moved to nominate Mrs. McKay Chairperson, seconded by Mr. Little and unanimously carried.

Mrs. McGrail moved to nominate Mr. Little as Vice-Chairperson, seconded by Mrs. Carr and unanimously carried.

Mr. Little moved to nominate Mrs. McGrail Secretary, seconded by Mrs. Carr and unanimously carried.

Mrs. McKay moved to nominate Mrs. Carr Financial Secretary/Treasurer, seconded by Mrs. McGrail and unanimously carried

B. Mr. Martin was selected to Chair the Personnel Committee, Mrs. McKay, and Mrs. McGrail were to be members, seconded by Mr. Little and unanimously carried.

3) Mrs. McKay moved to designate Director Stephanie Heineman and Assistant Director Eileen Minogue, certified to sign Payroll and Supplementary Warrants, seconded by Mrs. McGrail and unanimously carried.

4) Mrs. McGrail moved to approve Supplementary Warrants, seconded by Mr. Little and unanimously carried. Page attached

5) Upon a motion by Mr. Little, seconded by Mrs. Carr, the Board unanimously authorized the payment of usual and necessary bills when a quorum of the Board is unavailable upon approval of two Board members, and the Board of Trustees shall ratify the approval of the voucher itemizing such expenditures at the next scheduled monthly Board Meeting.

6) Mrs. Carr moved to approve Northport-East Northport Public Library Investment Policy; July 1, 2005 – June 30, 2006, seconded by Mrs. McKay and unanimously carried. Six pages attached

7) Mrs. McKay moved to approve Deferred Compensation in the amount of \$50,000 for 2005/2006 fiscal year, seconded by Mrs. McGrail and unanimously carried.

8) Mrs. McGrail moved to adopt 2006 Schedule of Holiday Openings & Closings, seconded by Mr. Little and unanimously carried
Page attached

9) Mr. Little moved to approve Tuesday, April 4, 2006 to hold Annual Library vote and Trustee Election, seconded by Mrs. Carr and unanimously carried.

10) Mrs. Carr moved to approve Claire Sarser as the Clerk of the Annual Vote, seconded by Mrs. McKay and unanimously carried.

11) Mrs. McKay moved to designate The Observer and/or The Times of Northport as the official newspapers for publication of Legal Notices, seconded by Mrs. McGrail and unanimously carried.

12) Mrs. McGrail moved to approve Vollmer-Adair Agency, Inc. to manage insurance Program for fiscal 2005/2006, seconded by Mr. Martin and unanimously carried

13) Mr. Martin moved to approve Graber & Company to perform Annual Financial Audit for fiscal 2004/2005, seconded by Mrs. Carr and unanimously carried.

14) Mrs. Carr moved for authorization to publish notice of the Annual Financial Audit fiscal 2004/2005, seconded by Mrs. McKay and unanimously carried.

15) Mrs. McKay moved to approve Fixed Asset Item Withdrawals for fiscal 2004/2005, seconded by Mrs. McGrail and unanimously carried.

Five Pages Attached

16) Mrs. McGrail moved to approve Stephanie Heineman as Records Access Officer 2005/2006, seconded by Mr. Little and unanimously carried.

17) Mr. Little moved to approve Claire Sarser as Records Management Officer 2005/2006, seconded by Mrs. Carr and unanimously carried.

18) Mrs. Carr moved to approve Beatty, Harvey & Associates as library architects, seconded by Mrs. McKay and unanimously carried.

19) SCHEDULE OF 2005/2006 LIBRARY BOARD MEETINGS

Tuesday, August 16, 2005	10:00 AM
Tuesday, September 20, 2005	10:00 AM
Tuesday, October 18, 2005	10:00 AM
Tuesday, November 15, 2005	10:00 AM
Tuesday, December 20, 2005	10:00 AM
Tuesday, January 17, 2005	10:00 AM
Tuesday, February 21, 2006	10:00 AM
Tuesday, March 9, 2006	To be announced
Public Hearing	
Tuesday, March 21, 2006	10:00 AM
Tuesday, April 4, 2006	9:00 AM to 9:00 PM
Library Vote & Election of Trustee	
Tuesday, April 18, 2006	10:00 AM
Tuesday, May 16, 2006	10:00 AM
Tuesday, June 20, 2006	10:00 AM

20) ADJOURNMENT

Mrs. McGrail moved to adjourn the Reorganizational Meeting at 10:30 AM.

Respectfully submitted,



Elizabeth McGrail
Secretary

IV. Supplementary Warrants

The Board approves the following payments in the Payroll/Supplementary Warrant:

Payroll

1. Federal Withholding Tax
2. Social Security and Medicare
3. New York State Withholding Tax
4. New York State Retirement 3%
5. Tax Sheltered Annuities
6. Net Payroll

Supplementary

1. ADP Payroll
2. Café Expenditures
3. Pre-approved Conference Registration Fees (when prepayment required with deadline)
4. Health Insurance
5. Insurance Invoices
6. Utilities – Keyspan, LIPA, Suffolk County Water Authority
7. Library Budget Vote
8. Library Van – Gasoline
9. Book-A-Trip – Deposits
10. New York State Sales Tax
11. Petty Cash
12. Postmaster – East Northport
13. Postmaster – Northport
14. Postage-By-Phone
15. Telecommunications – Verizon, ISP Provider
16. Emergencies as approved for payment by Director (i.e. repairs to buildings and grounds).

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

INVESTMENT POLICY

2005/2006

I. SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the Northport-East Northport Public Library's investment activities are, in priority order,

- to conform with all applicable federal, state, and other legal requirements,
- to adequately safeguard principal,
- to provide sufficient liquidity to meet all operating requirements, and
- to obtain a reasonable rate of return.

III. DELEGATION OF AUTHORITY

The Northport-East Northport Public Library Board of Trustees' responsibility for administration of the investment program is delegated to the Director of the Library who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Northport-East Northport Public Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial decisions.

bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk based capital requirements.

3. By an eligible surety bond payable to the Northport-East Northport Public Library for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by a depository and/or third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Northport-East Northport Public Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Northport-East Northport Public Library to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Northport-East Northport Public Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Northport-East Northport Public Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be comingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Northport-East Northport Public Library a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, Section 11, the Northport-East Northport Public Library authorizes the Director of the Library to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;

All purchased obligations, unless registered or inscribed in the name of the Northport-East Northport Public Library shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or repayment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Northport-East Northport Public Library by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the Northport-East Northport Public Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Northport-East Northport Public Library a perfected interest in the securities.

VIII. Adoption of 2006 Schedule of
Holiday Openings & Closings

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2006 SCHEDULE OF HOLIDAY & SPECIAL CLOSINGS

<i>December 26, 2005</i>	<i>Monday</i>	<i>Christmas Day Observed</i>	<i>Close all day (Revision)</i>
January 2, 2006	Monday	New Year's Day Observed	Close all day
January 16, 2006	Monday	Martin Luther King Jr. Day	Close all day
February 20, 2006	Monday	Presidents' Day	Close all day
May 29, 2006	Monday	Memorial Day	Close all day
July 4, 2006	Tuesday	Independence Day	Close all day
September 4, 2006	Monday	Labor Day	Close all day
October 9, 2006	Monday	Columbus Day	Open 9 AM to 9 PM
November 11, 2006	Saturday	Veterans' Day	Open 9 AM to 9 PM
November 22, 2006	Wednesday	Thanksgiving Eve	Close at 5 PM
November 23, 2006	Thursday	Thanksgiving	Close all day
December 25, 2006	Monday	Christmas Day	Close all day

For Scheduling Purposes Only, the Library is
Closed on the following Sundays:

January 1, 2006	Sunday	New Year's Day	Close all day
April 16, 2006	Sunday	Easter Sunday	Close all day
May 28, 2006	Sunday	Memorial Day Weekend	Close all day
December 24, 2006	Sunday	Christmas Eve Day	Close all day
December 31, 2006	Sunday	New Year's Eve Day	Close all day

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

FIXED ASSETS AS OF JUNE 30, 2005

DELETIONS TO NORTHPORT AND EAST NORTHPORT

East Northport \$40,751.30

Northport \$25,927.77

GRAND TOTAL \$66,679.07

Please note:

The actual acquired date is given for anything added, moved or deleted since July 1, 2003. Prior to July 1, 2003 the date acquired appears as 1/1 of the year on record. For older items which have no acquired date on record, the default date of 1/1/1900 is used.

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
FIXED ASSETS AS OF JUNE 30, 2005**

EAST NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	COST	ACQUIRED	ACTION
0187	VT420 Terminal	\$601.08	1/1/1992	Discard
0619	VT420 Terminal	\$601.08	1/1/1992	Discard
1231	Podium	\$350.00	1/1/1900	Discard
2037	Apple Computer w/Image Writer (all as 1 unit)	\$1,812.34	1/1/1988	Discard
2040	Apple Computer w/Image Writer (all as 1 unit)	\$1,812.34	1/1/1988	Discard
2192	Record Player	\$99.50	1/1/1979	Discard
2462	8 Disk CD Tower	\$3,762.50	1/1/1996	Discard
2520	OptiPlex Gxa Computer; TAG E2BJN (INTER 3)	\$1,849.58	1/1/1998	Discard
2560	Smart-UPS	\$370.00	1/1/1997	Discard
2606	OptiPlex GXI Computer; TAG 9KCVB	\$2,193.14	1/1/1997	Discard
2608	OptiPlex GXI Computer; TAG 9KCWB	\$2,193.14	1/1/1997	Discard
2610	OptiPlex GXI Computer; TAG 9KCWZ	\$2,193.14	1/1/1997	Discard
2612	OptiPlex GXI Computer; TAG 9KCVH	\$2,193.14	1/1/1997	Discard
2623	OptiPlex Gxa Computer; TAG E8FSK (INTER 1)	\$1,849.58	1/1/1998	Discard
2692	Chairs	\$94.00	1/1/1997	Discard
2865	Chairs; Task (J Ref Desk)	\$167.00	1/1/1997	Discard
2866	Chairs; Task (J Ref Desk)	\$167.00	1/1/1997	Discard
4115	OptiPlex Gxa Computer; TAG E1L63 (OPAC 2)	\$1,849.58	1/1/1998	Discard
4116	OptiPlex Gxa Computer; TAG E1L2P	\$1,849.58	1/1/1998	Discard
4135	OptiPlex Gxa Computer; TAG E1L62	\$1,849.58	1/1/1998	Discard
4188	Workstation Scanner	\$9,525.00	1/1/1998	Discard
4248	Optiplex Gxa Computer TAG E8FVS	\$2,049.00	1/1/1998	Discard
4737	Custom Computer K8V (YS WebPac - 2EN)	\$1,320.00	1/1/2002	Discard

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
FIXED ASSETS AS OF JUNE 30, 2005**

EAST NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	COST	AQUIRED	ACTION
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TOTAL DELETIONS FROM EAST NORTHPORT \$40,751.30

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
FIXED ASSETS AS OF JUNE 30, 2005

NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	COST	AQUIRED	ACTION
0039	Computer; VT420 OPAC w/keyboard	\$601.08	1/1/1991	Discard
0178	Laser Reader & Stand, LS6500 (Media Work Area)	\$2,090.00	1/1/1987	Discard
0180	Laser Reader & Stand, LS6500 (Clerk)	\$2,090.00	1/1/1987	Discard
0259	Surge Protector; Masterpiece (PALS-3)	\$99.00	1/1/1987	Discard
1456	Book Truck; 3 Shelves	\$152.45	1/1/1990	Discard
1457	Book Truck; 3 Shelves	\$206.85	1/1/1986	Discard
1492	Masterpiece	\$112.46	1/1/1992	Discard
1720	Computer; VT420 OPAC w/keyboard	\$2,959.40	1/1/1992	Discard
2287	Chair; armless (Dept. Head)	\$367.00	1/1/1994	Discard
2309	7 Disk CD Tower	\$3,550.00	1/1/1994	Discard
2342	VT420 Terminal	\$601.08	1/1/1992	Discard
2426	7 Disk CD Tower	\$3,762.50	1/1/1996	Discard
3155	Task chairs w/o arms	\$169.20	1/1/1998	Discard
3156	Task chairs w/o arms	\$169.20	1/1/1998	Discard
3157	Task chairs w/o arms	\$169.20	1/1/1998	Discard
3614	Coffee Carts (For Senior Groups)	\$226.08	1/1/1998	Discard
3825	Task chair w/o arms (CS)	\$169.20	1/1/1998	Discard
3831	Task chair w/o arms (MR)	\$169.20	1/1/1998	Discard
3832	Task chair w/o arms (EC)	\$169.20	1/1/1998	Discard
4084	Book Truck; 3 Shelves; Single Sided	\$179.95	1/1/1998	Discard
4088	DeskJet 672C Printer	\$200.00	1/1/1998	Discard
4104	OptiPlex Gxa Computer; TAG DY640	\$1,849.58	1/1/1998	Discard
4127	DeskJet 672C Printer	\$200.00	1/1/1998	Discard
4147	DeskJet 672C Printer	\$200.00	1/1/1998	Discard
4164	OptiPlex Gxa Computer; TAG E8FSC (Virtual Ref)	\$1,849.58	1/1/1998	Discard

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
FIXED ASSETS AS OF JUNE 30, 2005

NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	COST	AQUIRED	ACTION
4168	OptiPlex Gxa Computer; TAG E1L2H	\$1,849.58	1/1/1998	Discard
4288	DeskJet 695C Printer	\$149.00	1/1/1999	Discard
4306	PRO PC Vacuum & Case	\$197.00	1/1/2000	Discard
4732	OptiPlex Gxa Computer	\$1,320.00	1/1/1998	Discard
4783	Paper Shredder Fellowes PS60-2	\$99.98	1/1/2002	Discard

TOTAL DELETIONS FROM NORTHPORT \$25,927.77