

NORTHPORT – EAST NORTHPORT PUBLIC LIBRARY

ANNUAL REORGANIZATIONAL MEETING

JULY 20, 2017

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, July 20, 2017.

I. CALL TO ORDER

Chairperson Elizabeth McGrail call the meeting to order at 9:45am

II. ADOPTION OF THE AGENDA

Mrs. Elsas moved to approve agenda, seconded by Ms. White and unanimously carried.

III. OATH OF OFFICE

Andrew Martingale of Hamburger, Yaffe, Wishod, Knauer & McNally, LLP, administered the oath of office to Judith Bensimon, Trustee.

IV. REORGANIZATION OF THE BOARD

A. Ms. White moved to approve the election of Jacqueline Elsas as Chairperson, Margaret Hartough as Vice Chairperson, Judith Bensimon as Secretary and Georganne White as Financial Secretary, seconded by Mrs. Bensimon and unanimously carried.

B. Ms. White and Mrs. Bensimon as Personnel Committee.

C. Mrs. McGrail and Mrs. Hartough as Capital Improvements Committee.

V. APPOINTMENTS

A. Mrs. Bensimon moved to approve Andrew Martingale of Hamburger, Yaffe, Wishod, Knauer & McNally, LLP, as Library Attorney for 2017/2018 fiscal year, seconded by Mrs. Hartough and unanimously carried.

B. Mrs. Hartough moved to approve Philip De Dora as Library Treasurer for 2017/2018 fiscal year, seconded by Mrs. McGrail and unanimously carried.

C. Mrs. McGrail moved to approve Bayside CPA PLLC to perform Annual Financial Audit for fiscal 2017/2018, seconded by Ms. White and unanimously carried.

D. Ms. White moved to approve Vollmer-Adair Agency, Inc. to manage insurance program for fiscal 2017/2018, seconded by Mrs. Bensimon and unanimously carried.

E. Mrs. Bensimon moved to approve Beatty, Harvey, Coco Architects LLP, as library architects for fiscal 2017/2018, seconded by Mrs. Hartough and unanimously carried.

F. Mrs. Hartough moved to approve Claire Sarser as Clerk of the 2018 Library Budget Vote, seconded by Mrs. McGrail and unanimously carried.

- G. Mrs. McGrail moved to approve James Olney as Records Access Officer 2017/2018, seconded by Ms. White and unanimously carried.
 - H. Ms. White moved to approve Nancy Morcerf as Records Management Officer 2017/2018, seconded by Mrs. Bensimon and unanimously carried.
 - I. Mrs. Bensimon moved to approve Barbara Dattolico as Recording Secretary to the Board of Trustees, seconded by Mrs. Hartough and unanimously carried.
 - J. Mrs. Hartough moved to approve Christina Spinelli, CPA, as Internal Auditor for fiscal 2017/2018, seconded by Mrs. McGrail and unanimously carried.
 - K. Mrs. McGrail moved to approve F. Allen Olita as Building Emergency Contact for 2017/2018, seconded by Ms. White and unanimously carried.
- VI. Use of Facsimile Signature
Mrs. Bensimon moved to approve the Board Financial Secretary, the Director or the Assistant Director use of Facsimile Signature and check signer, seconded by Mrs. Hartough and unanimously carried.
- VII. Designation of Third Signature
Mrs. Hartough moved to approve the designation of the Director or Assistant Director as required third signature on checks over \$8,000, seconded by Mrs. McGrail and unanimously carried.
- VIII. Designation of Signatories for General Fund II
Mrs. McGrail moved to approve designation of Director or Assistant Director as signatories for emergency payments of up to \$5,000 from General Fund II, seconded by Ms. White and unanimously carried.
- IX. Designation of Payroll Certification Officer
Ms. White moved to approve designation of Director or Assistant Director as Payroll Certification Officer, seconded by Mrs. Bensimon and unanimously carried.
- X. Approval of Payments of Warrants when a quorum of the Board is unavailable
Mrs. Bensimon moved to approve payments of warrants when a quorum of the Board is unavailable, seconded by Mrs. Hartough and unanimously carried.
- XI. Approval of Supplementary Warrants
Mrs. Hartough moved to approve Supplementary Warrants, seconded by Mrs. McGrail and unanimously carried. (See attached)
- XII. Approval of Northport-East Northport Public Library Investment Policy
Mrs. McGrail moved to approve the Northport-East Northport Public Library Investment Policy 2017/2018, seconded by Ms. White and unanimously carried. (See attached)

- XIII. **Approval of Fixed Asset Item Withdrawal**
 Ms White moved to approve withdrawal of fixed asset item for fiscal 2016/2017, seconded by Mrs. Bensimon and unanimously carried. (See attached)
- XIV. **Review of Fund Balance Policy** Mrs. Bensimon moved to approve review of Fund Balance Policy, seconded by Mrs. Hartough and unanimously carried. (See attached)
- XV. **Approval of Tuesday, April 10, 2018, to hold Annual Library Vote and Trustee Election**
 Mrs. Hartough moved to approve Tuesday April 10, 2018 to hold Annual Library Vote and Trustee Election, seconded by Mrs. McGrail and unanimously carried.
- XVI. **Designation of The Observer and/or The Times of Northport as the official newspapers for publication of Legal Notices**
 Mrs. McGrail moved to designate the Observer and/or the Times of Northport as the official newspapers for publication of Legal Notices, seconded by Ms. White and unanimously carried.
- XVII. **Authorization to publish notice of the Annual Financial Audit for fiscal 2016/2017**
 Ms. White moved to approve authorization to publish notice of the Annual Financial Audit for fiscal 2016/2017, seconded by Mrs. Bensimon and unanimously carried.
- XVIII. **Adoption of 2018 Schedule of Holiday Opening and Closings**
 Mrs. Bensimon move to approve 2018 Schedule of Holiday Openings and Closings, seconded by Mrs. Hartough and unanimously carried. (See attached)
- XIX. **Review of Procurement Guidelines Policy**
 Mrs. Hartough moved to approve Review of Procurement Guidelines Policy, seconded by Mrs. McGrail and unanimously carried. (See attached)
- XX. **Schedule of 2017/2018 Board Meeting**
 Mrs. McGrail moved to approve the scheduled 2017/2018 Board Meetings, seconded by Ms. White and unanimously carried.

Thursday	August 17, 2017	10am	Financial Only
Thursday	September 14, 2017	10am	
Thursday	October 19, 2017	10am	
Thursday	November 16, 2017	10am	
Thursday	December 21, 2017	10am	
Thursday	January 18, 2018	10am	
Thursday	February 15, 2018	10am	
Tuesday	March 27, 2018	5:30pm	
Tuesday	March 27, 2018	7:30pm	Pubic Hearing
Tuesday	April 10, 2018	9am-9pm	Library Vote & Election of Trustee
Thursday	April 19, 2018	10am	
Thursday	May 17, 2018	10am	
Thursday	June 21, 2018	10am	

Thursday	July 19, 2018	9:30am	Reorganizational Meeting
Thursday	July 19, 2018	11am	
Thursday	July 19, 2018	12noon	Staff Recognition Luncheon

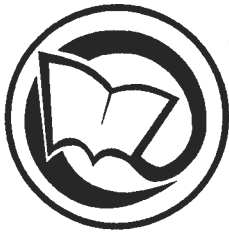
XXI. Adjournment

Mrs. White moved to adjourn meeting at 10:15am, seconded by Mrs. Bensimon and unanimously carried.

Respectfully submitted



Judith Bensimon
Secretary



Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313
www.nenpl.org

Dear Board Member:

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, July 20, 2017 at 9:30 AM** followed by the Regular Monthly Meeting in the Board Conference Room of the Northport Public Library.

ANNUAL REORGANIZATIONAL AGENDA

- I. Call to Order
- II. Adoption of Agenda (Motion required)
- III. Oaths of Office: Andrew Martingale to Judith Bensimon, Trustee.
- IV. Reorganization of Board
 - A. Election of Chairperson, Vice-Chairperson, Secretary, and Financial Secretary (Motion required)
 - B. Selection of members of Personnel Committee
 - C. Selection of members of Capital Improvements Committee
- V. Appointments
 - A. Hamburger, Yaffe, Wishod, Snauer & McNally, LLP as Library Attorney for 2017/2018 fiscal year (Motion required)
 - B. Philip DeDora as Library Treasurer for 2017/2018 fiscal year (Motion required)
 - C. Bayside CPA PLLC to perform Annual Financial Audit for fiscal 2017/2018 (Motion required)
 - D. Vollmer-Adair Agency, Inc. to manage insurance program for fiscal 2017/2018 (Motion required)
 - E. Beatty, Harvey, Coco Architects LLP as library architects for fiscal 2017/2018 (Motion required)
 - F. Claire Sarser as Clerk of the 2018 Library Budget Vote (Motion required)
 - G. James Olney as Records Access Officer 2017/2018 (Motion required)
 - H. Nancy Morcerf as Records Management Officer 2017/2018 (Motion required)
 - I. Barbara Dattolico as Recording Secretary to the Board of Trustees 2017/2018 (Motion required)
 - J. Cristina Spinelli, CPA, as Internal Auditor for fiscal 2017/2018 (Motion required)
 - K. F. Alan Olita as Building Emergency Contact for 2017/2018 (Motion required)
- VI. Approval of Use of Facsimile Signature (Motion required)
- VII. Designation of Third Signature on checks over \$8,000 (Motion required)
- VIII. Designation of Signatories for General Fund II (Motion required)
- IX. Designation of Payroll Certification Officer (Motion Required)

- X. Approval of Payment of Warrants when a quorum of the Board is unavailable (Motion required)
- XI. Approval of Supplementary Warrants (Motion required)
- XII. Approval of Northport-East Northport Public Library Investment Policy 2017/2018 (Motion required)
- XIII. Approval of Fixed Asset Item Withdrawals for fiscal 2016/2017 (Motion required)
- XIV. Review of Fund Balance Policy (Motion required)
- XV. Approval of Tuesday, April 10, 2018, to hold Annual Library Vote and Trustee Election (Motion required)
- XVI. Designation of The Observer and/or The Times of Northport as the official newspapers for the publication of Legal Notices (Motion required)
- XVII. Authorization to publish notice of the Annual Financial Audit for fiscal 2016/2017 (Motion required)
- XVIII. Adoption of 2018 Schedule of Holiday Openings & Closings – Attached (Motion required)
- XIX. Review of Procurement Guidelines Policy (Motion required)
- XX. Schedule of 2017/2018 Board Meetings (Draft Calendar) (Motion required)

Thursday, August 17, 2017	10:00 AM	Financial Only
Thursday, September 14, 2017	10:00 AM	
Thursday, October 19, 2017	10:00 AM	
Thursday, November 16, 2017	10:00 AM	
Thursday, December 21, 2017	10:00 AM	
Thursday, January 18, 2018	10:00 AM	
Thursday, February 15, 2018	10:00 AM	
Tuesday, March 27, 2018	5:30 PM	
Tuesday, March 27, 2018	7:30 PM	Public Hearing
Tuesday, April 10, 2018	9:00 AM to 9:00 PM	Library Vote & Election of Trustee
Thursday, April 19, 2018	10:00 AM	
Thursday, May 17, 2018	10:00 AM	
Thursday, June 21, 2018	10:00 AM	
Thursday, July 19, 2018	9:30 AM	Reorganizational Meeting
	11:00 AM	
	12:00 noon	Staff Recognition Luncheon
- XXI. Adjournment



Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313
www.nenpl.org

July 27, 2017

Mr. Andrew Martingale
Hamburger, Yaffe, Wishod, Knauer & McNally, LLP
225 Broadhollow Road, Suite 301E
Melville, NY 11747

Dear Mr. Martingale:

We are pleased to inform you that the Board of Trustees of the Northport-East Northport Public Library, at its Reorganizational Meeting held on July 20 has appointed you as Library Attorney for the fiscal period July 1, 2017 through June 30, 2018.

Your services are highly valued and we look forward to working with you during the coming year.

Very truly yours,

James Olney
Director

**VI. Approval of Use of Facsimile Signature
(Motion Required)**

Approval for the Board Financial Secretary, the Director, or the Assistant Director to use the facsimile signature plate and check signer. The care, custody and control of the signature plate and key to the check signer shall be entrusted to the Board Financial Secretary, Director and/or Assistant Director.

**VII. Designation of Third Signature on checks over \$8,000
(Motion Required)**

Designation of James Olney, Director, or Nancy Morcerf, Assistant Director, as required third signature on checks over \$8,000.

**VIII. Designation of Signatories for General Fund II
(Motion Required)**

Designation of Director James Olney or Assistant Director Nancy Morcerf as signatories for emergency payments of up to \$5,000 from General Fund II.

IX. Designation of Payroll Certification Officer

Designation of Director James Olney or Assistant Director Nancy Morcerf as Payroll Certification Officer to certify that the number of individuals included in the payroll for the total amount of the payroll have regularly performed their duties in accordance with the terms of employment by the Board and on the basis of personnel records maintained.

**X. Approval of Payment of Warrants when
a quorum of the Board is unavailable
(Motion Required)**

Approval of the payment of usual and necessary warrants 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.

XI. Approval of Supplementary Warrants
(Motion required)

Approval of the following payments in the Payroll/Supplementary Warrants:

Payroll

1. Net Payroll
2. Federal Withholding Tax*
3. Social Security and Medicare; employer and employee*
4. New York State Withholding Tax*
5. New York State Retirement 3%, Arrears, Loans*
6. Tax Sheltered Annuities – The Omni Group*
7. AFLAC*
8. Ameriflex – Flexible Spending Accounts*

* These are employee contributions which are deducted and forwarded on employees' behalf

Supplementary

1. Payroll processing - PayPro
2. Utilities – National Grid, PSE&G, Suffolk County Water Authority, Northport Village Sewerage Fee
3. Insurances – Utica, NYSIF, NYSHIP, Standard Security, J.J. Stanis, Metlife, Brown & Brown
4. New York State Sales Tax
5. Bank cards – WEX (Exxon/Mobil), Capital One (Costco)

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

FIXED ASSETS AS OF JUNE 30, 2017

DELETIONS TO NORTHPORT AND EAST NORTHPORT

East Northport	\$20,631.90
Northport	\$33,533.48
GRAND TOTAL	\$54,165.38

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 ASSET DELETIONS JULY 1, 2016 THROUGH JUNE 30, 2017
EAST NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	COST	AQUIRED	ACTION
0197	Book Truck; 3 Shelves	\$241.00	1/1/1990	Discard
0390	Paper Cutter	\$149.95	1/1/1900	Discard
1105	Stacking Chairs	\$37.00	1/1/1966	Discard
2472	Fax Machine	\$229.00	1/1/1900	Discard
2645	Book Trucks; 3 Shelves	\$179.95	1/1/1997	Discard
2846	Wood Chairs w/cushioned seats & backs	\$850.00	1/1/1997	Discard
2847	Wood Chairs w/cushioned seats & backs	\$850.00	1/1/1997	Discard
2848	Wood Chairs w/cushioned seats & backs	\$850.00	1/1/1997	Discard
2849	Wood Chairs w/cushioned seats & backs	\$850.00	1/1/1997	Discard
2853	Wood Chairs w/cushioned seats & backs	\$850.00	1/1/1997	Discard
2856	Wood Chairs w/cushioned seats & backs	\$850.00	1/1/1997	Discard
2857	Wood Chairs w/cushioned seats & backs	\$850.00	1/1/1997	Discard
2859	Wood Chairs w/cushioned seats & backs	\$850.00	1/1/1997	Discard
2862	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard
4310	VCR Panavision; 4-head; HiFi Stereo	\$159.00	1/1/1999	Discard
4863	VHS Player PV-V4602	\$90.00	7/1/2003	Discard
4961	Task Chair w/o arms	\$141.00	4/12/2004	Discard
5175	Large Book Truck	\$161.00	12/29/2005	Discard
5463	M58 Computer (CircOffice-1EN) (HL)	\$870.00	4/20/2009	Discard
5479	M58 Computer (CircDesk-1EN)	\$870.00	6/8/2009	Discard
5480	M58 Computer (CircDesk-2EN)	\$870.00	6/8/2009	Discard
5481	M58 Computer (CircDesk-3EN)	\$870.00	6/8/2009	Discard
5484	M58 Computer (CircDesk-4EN)	\$870.00	6/8/2009	Discard
5545	M90P Computer (CircOffice-4EN)	\$1,200.00	2/23/2010	Discard
5566	M90P Computer (CircOffice-3EN) (HL)	\$1,200.00	2/23/2010	Discard

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
FIXED ASSET DELETIONS JULY 1, 2016 THROUGH JUNE 30, 2017
EAST NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	COST	AQUIRED	ACTION
5580	M90P Computer (CircOffice-2EN) (FB)	\$1,200.00	2/23/2010	Discard
5584	LaserJet M4345X MFP Printer	\$3,100.00	2/1/2010	Discard
5696	People Counter	\$425.00	6/2/2011	Discard
5736	MC361 Laser MFP Color	\$475.00	6/9/2011	Discard

TOTAL DELETIONS FROM EAST NORTHPORT \$20,631.90

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
FIXED ASSET DELETIONS JULY 1, 2016 THROUGH JUNE 30, 2017
NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	COST	AQUIRED	ACTION
0150	Coat Rack	\$40.00	1/1/1900	Discard
0253	Chair (Storeroom)	\$448.68	1/1/1990	Discard
0287	Desk, Executive	\$1,400.00	1/1/1966	Discard
0877	Book Truck, Double-Sided, 3 Shelves	\$200.00	5/13/2004	Discard
1336	Magnifying Lamp	\$34.95	1/1/1979	Discard
2399	Lamp	\$35.00	1/1/1900	Discard
2401	Transcriber	\$259.95	1/1/1900	Discard
3065	Task Chair w/o arms	\$169.20	1/1/1998	Discard
3113	Task Chair w/o arms	\$169.20	1/1/1998	Discard
3121	Mail Cart (Rubbermaid)	\$269.00	1/1/1998	Discard
3522	Tables; Rectangular	\$227.00	1/1/1998	Discard
3523	Tables; Rectangular	\$227.00	1/1/1998	Discard
3524	Tables; Rectangular	\$227.00	1/1/1998	Discard
3525	Tables; Rectangular	\$227.00	1/1/1998	Discard
3526	Tables; Rectangular	\$227.00	1/1/1998	Discard
3527	Tables; Rectangular	\$227.00	1/1/1998	Discard
3528	Tables; Rectangular	\$227.00	1/1/1998	Discard
3529	Tables; Rectangular	\$227.00	1/1/1998	Discard
3530	Tables; Rectangular	\$227.00	1/1/1998	Discard
3531	Tables; Rectangular	\$227.00	1/1/1998	Discard
3532	Tables; Rectangular	\$227.00	1/1/1998	Discard
3533	Tables; Rectangular	\$227.00	1/1/1998	Discard
3888	Hand Truck; foldable	\$108.95	1/1/1999	Discard
3889	Wood Wall Clock - Lincrest	\$94.00	1/1/1998	Discard
4193	Window Blinds (By Periodicals)	\$330.00	1/1/1998	Discard

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
FIXED ASSET DELETIONS JULY 1, 2016 THROUGH JUNE 30, 2017
NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	COST	AQUIRED	ACTION
4211	Lite Pro 220	\$4,500.00	1/1/1997	Discard
4277	Revolving Tax Form Display	\$309.00	1/1/1999	Discard
4500	LaserJet 4050TN Printer	\$1,650.00	1/1/2000	Discard
4515	LaserJet 4050TN Printer	\$1,650.00	1/1/2000	Discard
4604	Duplex Assembly	\$270.00	1/1/2001	Discard
4640	LaserJet 4100DTN Printer (Behind Ref Desk)	\$1,995.00	1/1/2001	Discard
4703	Camera; Olympus Stylus Zoom	\$207.90	1/1/2002	Discard
4855	Umbrella Stand	\$113.00	7/10/2003	Discard
4856	High Back Chair	\$258.00	7/10/2003	Discard
4970	Wooden Suggestion Box	\$56.65	4/21/2004	Discard
5066	Wooden Spinner Rack	\$530.00	8/30/2004	Discard
5090	Task Chair	\$282.00	12/21/2004	Discard
5120	Wooden Easel	\$70.00	4/6/2005	Discard
5161	72" Wrought Iron Floor Easel with Scroll	\$104.00	8/17/2005	Discard
5191	Cash Register XE-A106	\$100.00	3/28/2006	Discard
5333	Hardware for Library Cards	\$5,985.00	8/15/2007	Discard
5469	M58 Computer	\$870.00	6/8/2009	Discard
5470	M58 Computer	\$870.00	6/8/2009	Discard
5471	M58 Computer	\$870.00	6/8/2009	Discard
5474	M58 Computer (Pharos-4N) (Teen)	\$870.00	6/8/2009	Discard
5476	M58 Computer (Pharos-3N) (YS)	\$870.00	6/8/2009	Discard
5495	M58 Computer	\$870.00	2/9/2010	Discard
5496	M58 Computer	\$870.00	2/9/2010	Discard
5497	M58 Computer (Admin-4N)	\$870.00	2/9/2010	Discard
5575	M90P Computer	\$1,200.00	2/23/2010	Discard

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
 FIXED ASSET DELETIONS JULY 1, 2016 THROUGH JUNE 30, 2017
 NORTHPORT BUILDING - DELETIONS**

FIXED ASSET NO.	ITEM DESCRIPTION	COST	AQUIRED	ACTION
5621	M90P Computer (Admin-2N)	\$1,010.00	6/7/2011	Discard

TOTAL DELETIONS FROM NORTHPORT \$33,533.48

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY FUND BALANCE POLICY

The Board of Trustees recognizes that sound financial management principles require that sufficient funds be retained to provide a stable financial basis at all times. This policy is to enable realistic long-term planning and to assist with effective development of annual budgets.

The Library's Unassigned Fund Balance will be maintained to provide the Library with financial stability and a margin of safety to fund unanticipated contingent expenditures that may occur during the fiscal year. The Unassigned General Fund Balance used for these purposes may only be appropriated by resolution of the Board of Trustees.

Any portion of Fund Balance may be applied or transferred for a specific purpose by formal action of the Board of Trustees. Amendments or modifications to the applied or transferred fund balance must also be approved by formal action of the Board of Trustees.

In compliance with GASB 54, *Fund Reporting and Governmental Fund Type Definitions*, governmental fund balance is reported in classifications that comprise of a hierarchy based on the extent to which the Library is bound to honor constraints on the specific purposes for which amounts can be spent. The classifications of fund balance are as follows:

Nonspendable represents amounts that cannot be spent because it is either 1) not in a spendable form, such as inventory or prepaid items; or 2) legally or contractually required to be maintained intact.

Restricted represents externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

Committed represents a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that requires the same level of formal action to remove the constraint. The Board of Trustees is the decision-making authority that can, but formal resolution prior to the end of the fiscal year, commit fund balance.

Assigned consists of amounts that are subject to purpose constraint that represents an intended use established by the government's highest level of decision-making authority, namely the Board of Trustees, through resolution. The purpose of the assignment must be narrower than the purpose of the general fund.

Unassigned represents the residual net resources in excess of the other classification.

When resources are available from multiple classifications, the Library spends funds in the following order: restricted, committed, assigned, unassigned.

This policy shall be reviewed annually by the Board of Trustees of the Library at its reorganizational meeting or as soon thereafter as reasonably practicable.

**XVIII. Adoption of 2018 Schedule of
Holiday Openings & Closings**

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2017 SCHEDULE OF HOLIDAY & SPECIAL CLOSINGS

January 1, 2018	Monday	New Year's Day	Close all day
January 15, 2018	Monday	Martin Luther King Jr. Day	Close all day
February 19, 2018	Monday	Presidents' Day	Close all day
April 1, 2018	Sunday	Easter Sunday	Close all day
May 13, 2018	Sunday	Mother's Day	Close all day
May 27, 2018	Sunday	Memorial Day Weekend	Close all day
May 28, 2018	Monday	Memorial Day	Close all day
June 17, 2018	Sunday	Begin Sunday closings	Close all day
July 4, 2018	Wednesday	Independence Day	Close all day
September 3, 2018	Monday	Labor Day	Close all day
September 16, 2018	Sunday	Resume Sunday Openings	Open 1 - 5
October 8, 2018	Monday	Columbus Day	Close all day
November 11, 2018	Sunday	Veterans' Day	Close all day
November 21, 2018	Wednesday	Thanksgiving Eve	Close at 5 PM
November 22, 2018	Thursday	Thanksgiving	Close all day
December 24, 2018	Monday	Christmas Eve Day	Close all day
December 25, 2018	Tuesday	Christmas Day	Close all day
December 31, 2018	Monday	New Year's Eve	Close all day

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY PROCUREMENT GUIDELINES POLICY

Every prospective purchase of goods must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law. Any questions regarding the applicability of any of these exceptions should be referred to Library counsel.

- purchase contracts under \$20,000.00
- public works contracts under \$35,000.00
- emergency purchases
- goods purchased from agencies for the blind or severely handicapped
- goods purchased from correctional institutions
- purchases under state and county contracts and surplus and secondhand purchases from another government entity

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This document may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.

All goods and services not subject to competitive bidding will be secured by use of written requests for proposals (RFP), written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

A good faith effort shall be made to obtain more than one proposal or quotation. If the purchaser is unable to obtain multiple proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to procurement.

All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Library and its taxpayers to make an award to other than the low proposer. If a proposer is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement. Among the relevant factors to be considered are the following:

- Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library
- Vendor's terms of payment are disadvantageous to the Library, e.g., full payment before commencement of work or delivery of goods;
- Vendor cannot comply with the full specifications of goods or services as set forth by the Library
- Vendor's warranty for goods or services is deemed inadequate by the Library
- Vendor's after purchase support services are deemed inadequate by the Library

Pursuant to General Municipal Law Section 104-b (2) (f) the solicitation of alternative proposals or quotations will not be required in the best interest of the municipality in the following circumstances:

- a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment integrity and moral worth. In determining whether a service shall fit into this category, the Board of Trustees shall take into consideration the following guidelines:
 - Whether the services are subject to state licensing or testing requirements
 - Whether substantial formal education or training is a necessary prerequisite to the performance of the services
 - Whether the services require a personal relationship between the individual and municipal officials.

Professional and technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs or services in substantial modification and customizing of prepackaged software.

- b. Emergency purchases pursuant to Section 103 (4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and second hand goods from any source. If alternate proposals are required, the Library is precluded from purchasing surplus and second hand goods at auctions or through specific advertised sources where the best prices are usually

contained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

- d. Goods under \$2,000.00 and public works contracts for less than \$5,000.00. The time and documentation required to purchase through this policy may be more costly than the item itself and, therefore, not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
- e. Sole source suppliers. Competitive bidding is not required in those limited situations when there is only one possible source from which to procure goods or services such as in the case of certain patented goods or services or public utility services. In making a sole source determination the purchaser should document among other things the unique benefits of the item to be purchased or service to be rendered and that no other item or service is substantially equivalent and that there is no possibility of competition for the good to be purchased or service to be rendered.

No purchase of goods or services shall be made from any vendor in which elected officials of the library, i.e. the Board of Trustees, or the library administration, i.e., the Library Director and/or Assistant Library Director, hold a full or partial interest.

No portion of this resolution shall be construed as preventing the competitive bidding of purchase contracts under \$20,000.00 or public works projects under \$35,000.00, if so desired.

This policy shall be reviewed annually by the Board of Trustees of the Library at its reorganizational meeting or as soon thereafter as reasonably practicable.

Adopted 4/1992
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