

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Meeting of July 16, 2009

Approved

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, July 16, 2009 in the Board Conference Room of the Northport Public Library.

1) OATH OF OFFICE

Library Counsel Douglas McNally administered the oath of office to newly elected Trustee Patricia Flynn for the term July 2009 – June 2014.

2) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 10:13 AM. Also attending were Elizabeth McGrail, Ruth McKay, Andrea Gladding, Patricia Flynn, Director Eileen Minogue and Assistant Director James Olney.

3) REORGANIZATION OF BOARD

A. Mrs. McKay nominated Mrs. McGrail for Chairperson, seconded by Mrs. Gladding and unanimously carried.

Mrs. McKay nominated Mrs. Gladding for Vice-Chairperson, seconded by Mrs. McGrail and unanimously carried.

Mr. Little nominated Mrs. McKay for Secretary, seconded by Mrs. Gladding and unanimously carried.

Mr. Little nominated Mrs. Flynn for Financial Secretary, seconded by Mrs. McKay and unanimously carried.

B. Selection of members of Personnel Committee

Robert Little Chair and Andrea Gladding

C. Selection of members of Capital Improvements Committee

This committee has been dissolved.

4) APPOINTMENTS

A. Mrs. McKay moved to appoint Douglas McNally as Library Attorney for 2009/2010 fiscal year, seconded by Mrs. Gladding and unanimously carried.

B. Mrs. Gladding moved to appoint Bernice Holmstrom as Library Treasurer for fiscal 2009/2010 fiscal year, seconded by Mrs. Flynn and unanimously carried.

C. Mrs. Flynn moved to appoint Graber & Co. to perform Annual Financial Audit for fiscal 2009/2010 seconded by Mrs. McKay and unanimously carried.

D. Mr. Little moved to appoint Vollmer-Adair Agency, Inc. to manage insurance program for fiscal 2009/2010, seconded by Mrs. McKay and unanimously carried.

E. Mrs. McKay moved to appoint Beatty, Harvey & Associates as library architects for fiscal 2009/2010, seconded by Mrs. Gladding and unanimously carried.

F. Mrs. Gladding moved to appoint Claire Sarser as Clerk of the Annual 2010 Library Budget Vote, seconded by Mrs. Flynn and unanimously carried.

G. Mrs. Flynn moved to appoint Director Eileen Minogue as Records Access Officer 2009/2010, seconded by Mr. Little and unanimously carried.

Appointments (continued)

H. Mr. Little moved to appoint Claire Sarser as Records Management Officer 2009/2010, seconded by Mrs. McKay and unanimously carried.

I. Mrs. McKay moved to appoint Jean Wilson as Recording Secretary to the Board of Trustees 2009/2010, seconded by Mrs. Gladding and unanimously carried.

J. Mrs. Gladding moved to appoint Arthur Venezia, CPA, as Internal Auditor for fiscal 2009/2010, seconded by Mrs. Flynn and unanimously carried.

5) Mrs. Flynn moved to give approval for the Board Financial Secretary, the Director, or the Assistant Director to use the facsimile imprint of the Treasurer's signature in place of hand signature in the emergency absence of the Treasurer, seconded by Mr. Little and unanimously carried.

6) Mr. Little moved to approve Mrs. Flynn as the designated Trustee or Mr. Olney, Assistant Director, as required second signature on checks over \$8,000. for July 1, 2009 through June 30, 2010, seconded by Mrs. McKay and unanimously carried.

7) Mrs. McKay moved to designate Eileen Minogue or Assistant Director James Olney as signatories for emergency payments of up to \$5,000. from General Fund II, seconded by Mrs. Gladding and unanimously carried.

8) Mrs. Gladding moved to designate Director Eileen Minogue or Assistant Director James Olney 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, seconded by Mrs. Flynn and unanimously carried.

9) Mrs. Flynn moved to approve 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, seconded by Mr. Little and unanimously carried.

10) Mr. Little moved to approve the payments of supplementary warrants, seconded by Mrs. McKay and unanimously carried. One page attached

11) Mrs. McKay moved to approve the Northport-East Northport Public Library Investment Policy; July 1, 2009 – June 30, 2010, seconded by Mrs. Gladding and unanimously carried. Six pages attached

12) Mrs. Gladding moved to approve the Fixed Asset Item Withdrawals for fiscal 2008/2009, seconded by Mrs. Flynn and unanimously carried. Four pages attached

13) Mrs. Flynn moved to approve Tuesday, April 13, 2010 to hold Annual Library Vote and Trustee Election, seconded by Mr. Little and unanimously carried.

14) Mr. Little moved to approve the designation of The Observer and/or The Times of Northport as the official newspapers for the publication of Legal Notices, seconded by Mrs. McKay and unanimously carried.

15) Mrs. McKay moved to authorize publishing the notice of the Annual Financial Audit for fiscal 2008/2009, seconded by Mrs. Gladding and unanimously carried.

16) Mrs. Gladding moved to adopt the 2010 Schedule of Holiday Openings & Closings, seconded by Mrs. Flynn and unanimously carried. One page attached

17) Mrs. Flynn moved to review the Northport-East Northport Public Library Procurement Guidelines Policy, seconded by Mr. Little and unanimously carried. Four pages attached

18) Mr. Little moved to approve the 2009/2010 Schedule of Board Meetings, seconded by Mrs. McKay and unanimously carried.

2009/2010 SCHEDULE OF BOARD MEETINGS

August 2009	No scheduled meeting
Thursday, September 17, 2009	10:00 AM
Thursday, October 15, 2009	10:00 AM
Monday, November 9, 2009	10:00 AM
Tuesday, December 15, 2009	11:00 AM
Thursday, January 21, 2010	10:00 AM
Thursday, February 18, 2010	10:00 AM
Tuesday, March 16, 2010	6:00 PM
Tuesday, March 16,	Public Hearing 7:30 PM
Tuesday, April 13, 2010	Library Vote & Election of Trustee 9:00 AM – 9:00 PM
Thursday, April 15, 2010	10:00 AM
Thursday, May 20, 2010	10:00 AM
Thursday, June 17, 2010	10:00 AM

19) ADJOURNMENT

Mrs. McKay moved to adjourn the Reorganizational Meeting at 10:35 AM, seconded by Mrs. Gladding and unanimously carried

Respectfully submitted,

Ruth McKay
Secretary

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

Supplementary

1. Payroll processing - PayPro
2. Conference and Travel Reimbursement to staff members
3. Health Insurance – NYSHIP, Fitzharris, AFLAC
4. Insurance Invoices – Vollmer-Adair Agency, New York State Insurance Fund, J.J. Stanis, Zurich
5. Utilities –LIPA, National Grid, Suffolk County Water Authority
6. Library Budget Vote – BOLD Systems, Election Machine Service, Vote Staffing
7. Library Van – Ford Credit, Gasoline (Metro/Caglayan)
8. Book-A-Trip Deposits – McCarney Tours
9. New York State Sales Tax
10. Petty Cash (monthly average \$700)
11. Postage – Pitney Bowes
12. Telecommunications – Verizon, LI Fiber Exchange
13. Café Expenditures
 - a. Aqua Water (water filters)
 - b. Big Apple Dairy (ice cream)
 - c. Cafeteria (milk)
 - d. Citi Baking (cookies)
 - e. Coffee Distributing Corp. (cappuccino pods, hot chocolate, soups, etc)
 - f. Costco (water, candy, snacks, package baked goods, condiments)
 - g. Country Hot Bagels (bagels)
 - h. De-Mar Beverage (soda, gatorade, etc)
 - i. Delicious Baked Goods (rolls, muffins, danish)
 - j. Harold Levinson Assoc., Inc. (coffee beans, tea)
 - k. Restaurant Depot (paper goods)
 - l. Uncle Lee's Teas
 - m. Urnex (pot cleaner)

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

INVESTMENT POLICY

2009/2010

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.

V. DIVERSIFICATION

It is the policy of the Northport-East Northport Public Library to diversify its deposits and investments by financial institutions, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Northport-East Northport Public Library for all monies collected by any officer or employee of the Northport-East Northport Public Library to transfer those funds to the Accounting Clerk within two (2) days of deposit, or within the time period specified in law, whichever is shorter.

The Director of the Library is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for deposits and investment of Northport-East Northport Public Library monies up to the maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
First National Bank of L.I.	\$1,200,000.00	Mary Sullivan, Manager
HSBC	\$1,200,000.00	Michael Buckley, Vice President
Capital One Bank	\$1,200,000.00	Raymond DiPresso, Manager

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law Section 10 all deposits of the Northport-East Northport Public Library including certificates of deposit and special time deposit, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML Section 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Northport-East Northport Public Library for a term not to exceed ninety (90) days with an aggregate value equal to 150% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified 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;
- Certificates of Deposit;
- Obligations of the United States of America;

- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York
- Obligations issued pursuant to LFL Section 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Northport-East Northport Public Library

All investment obligations shall be payable or redeemable to the option of the Northport-East Northport Public Library, within such time as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Northport-East Northport Public Library within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Northport-East Northport Public Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Northport-East Northport Public Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director of the Library is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners, and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENT

The Director of the Library is authorized to contract for the purchase of investments:

1. Directly from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

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.

APPENDIX A

SCHEDULE OF ELIGIBLE SECURITIES

1. Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation;
2. Obligations issued or fully insured or guaranteed by this state. Obligations issued by a municipal corporation, school district or district corporation of this state or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public monies;
3. Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank; and
4. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligations that represents the amount of the insurance or guaranty.

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

FIXED ASSETS AS OF JUNE 30, 2009

DELETIONS TO NORTHPORT AND EAST NORTHPORT

East Northport	\$17,665.95
Northport	\$30,648.57
GRAND TOTAL	\$48,314.52

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, 2008 THROUGH JUNE 30, 2009
EAST NORTHPORT BUILDING - DELETIONS**

FIXED ASSET NO.	ITEM DESCRIPTION	COST	AQUIRED	ACTION
2609	Touchmaster	\$69.95	1/1/1997	Discard
4295	Lateral File Cabinet (Learning Center)	\$349.00	1/1/2000	Discard
4511	Jensen CD Player (for telephone hold music)	\$59.00	1/1/2000	Discard
4801	Custom Computer	\$1,200.00	1/1/2003	Discard
4835	Display Stand	\$99.00	7/1/2003	Discard
4873	Custom Computer	\$1,200.00	8/1/2003	Discard
4874	Custom Computer	\$1,200.00	8/1/2003	Discard
4917	Network Jack Multiport Power Supply	\$740.00	9/25/2008	Discard
4956	Custom Computer (K8V) (B1)	\$1,200.00	3/30/2004	Discard
5019	24 Port Switching Hub	\$2,700.00	6/13/2007	Discard
5021	650 Back Up Battery	\$100.00	5/21/2004	Discard
5022	Custom Computer (Apps)	\$1,200.00	5/21/2004	Discard
5023	Custom Computer	\$1,200.00	5/21/2004	Discard
5024	Custom Computer	\$1,200.00	5/21/2004	Discard
5039	Custom Computer K8V Reference (1EN)	\$1,200.00	8/9/2004	Discard
5041	Custom Computer K8V (Reference 3 EN)	\$1,200.00	8/9/2004	Discard
5049	Custom Computer K8V (Reference-2 EN)	\$1,200.00	8/9/2004	Discard
5146	Custom Computer A8V-E Deluxe (Internet-8EN)	\$1,400.00	6/15/2005	Discard
5433	Back-ups Pro 1100 Battery	\$149.00	9/25/2008	Discard

TOTAL DELETIONS FROM EAST NORTHPORT \$17,665.95

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
FIXED ASSET DELETIONS JULY 1, 2008 THROUGH JUNE 30, 2009
NORTHPORT BUILDING - DELETIONS**

FIXED ASSET NO.	ITEM DESCRIPTION	COST	ACQUIRED	ACTION
0021	File Cabinet; Legal Size, 4 Drawer; Local History	\$175.50	1/1/1974	Discard
0084	Cassette System	\$299.95	1/1/1974	Discard
0086	Camcorder Model CC525 plus accessories	\$1,329.77	1/1/1992	Discard
0091	RCA Television; F27139GG	\$459.95	1/1/1992	Discard
0107	Electric Typewriter (Media)	\$350.00	1/1/1988	Discard
0645	Cassette Player	\$46.50	1/1/1900	Discard
2205	Electric Typewriter (Clerk)	\$650.00	1/1/1993	Discard
3398	Library Arm Chair; Wood w/upholstered seat	\$461.90	1/1/1998	Discard
4220	Relay Rack with 3 shelves	\$215.00	1/1/1998	Discard
4313	Desklet 810C Printer (CS)	\$140.00	1/1/2000	Discard
4318	TV Cart; Widebody with tires	\$549.00	1/1/2000	Discard
4332	Laser Scanner w/stand (JV)	\$205.00	1/1/2000	Discard
4512	Thermal Receipt Printer	\$250.00	1/1/2000	Discard
4513	Thermal Receipt Printer	\$250.00	1/1/2000	Discard
4592	Dimension XPS B866 Pentium III; TAG 7218001	\$2,065.00	1/1/2000	Discard
4593	Custom Computer A7V900	\$1,140.00	1/1/2001	Discard
4637	Apple G4/733 Computer (MM)	\$2,220.00	1/1/2001	Discard
4641	REB1100 (e-book) #1	\$299.00	1/1/2001	Discard
4663	REB1100 (e-book) #2	\$299.00	1/1/2001	Discard
4664	REB1100 (e-book) #3	\$299.00	1/1/2001	Discard
4671	Custom Computer	\$1,320.00	1/1/2001	Discard
4674	REB1100 (e-book) #4	\$299.00	1/1/2001	Discard
4694	Dell Dimention XPS T800R	\$1,858.00	1/1/2001	Discard
4744	Fax Machine	\$325.00	1/1/2002	Discard
4796	Custom Computer	\$1,200.00	1/1/2003	Discard

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
FIXED ASSET DELETIONS JULY 1, 2008 THROUGH JUNE 30, 2009
NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	COST	ACQUIRED	ACTION
4826	Custom Computer	\$1,200.00	4/7/2004	Discard
4860	Custom Computer	\$1,200.00	7/1/2003	Discard
4861	Custom Computer	\$1,200.00	7/1/2003	Discard
4864	Custom Computer	\$1,200.00	4/1/2004	Discard
4865	Custom Computer	\$1,200.00	4/1/2004	Discard
4870	Custom Computer	\$1,200.00	8/1/2003	Discard
4875	Custom Computer A7V8X (Computer-3N)(Librarian)	\$2,975.00	8/1/2003	Discard
4878	Apple PM G4 Computer (Comm Svcs)	\$84.00	12/1/2003	Discard
4901	Print Server	\$84.00	12/1/2003	Discard
4906	Print Server	\$84.00	3/29/2004	Discard
4953	Print Server	\$180.00	5/12/2004	Discard
4988	Transcriber	\$1,200.00	5/20/2004	Discard
4998	Custom Computer K8V (Alice)	\$935.00	4/28/2005	Discard
5123	Custom Computer Mini ITX (YSWebPac)			

TOTAL DELETIONS FROM NORTHPORT \$30,648.57

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2010 SCHEDULE OF HOLIDAY & SPECIAL CLOSINGS

January 1, 2010	Friday	New Year's Day	Close all day
January 18, 2010	Monday	Martin Luther King Jr. Day	Close all day
February 15, 2010	Monday	Presidents' Day	Close all day
May 31, 2010	Monday	Memorial Day	Close all day
July 5, 2010	Monday	Independence Day Observed	Close all day
September 6, 2010	Monday	Labor Day	Close all day
October 11, 2010	Monday	Columbus Day	Open 9 AM to 9 PM
November 11, 2010	Thursday	Veterans' Day	Close all day
November 24, 2010	Wednesday	Thanksgiving Eve	Close at 5 PM
November 25, 2010	Thursday	Thanksgiving	Close all day
December 24, 2010	Friday	Christmas Eve Day	Close all day
December 25, 2010	Saturday	Christmas Day	Close all day
December 31, 2010	Friday	New Year's Eve	Close at 1 PM

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

April 4, 2010	Sunday	Easter Sunday	Close all day
May 30, 2010	Sunday	Memorial Day Weekend	Close all day

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

PROCUREMENT GUIDELINES POLICY

1. A. 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.

B. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$10,000.00 and public works contracts under \$20,000.00; 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. Any questions regarding the applicability of any of these exceptions should be referred to Library counsel.

C. 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.

2. 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.

3. A. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$0.00 to \$250.00	No quotes required
\$250.00 to \$500.00	Two verbal quotes
\$500.00 to \$2,000.00	Verbal request for the goods and written/fax quotes from two vendors
\$2,000.00 to \$10,000.00	A written request (RFP) and written/fax quotes from three vendors.

Estimated Amount of Public Works Contracts

Method

\$0.00 to \$500.00

No quotes required

\$500.00 to \$2,000.00

Two verbal quotes

\$2,000.00 to \$10,000.00

Written RFP and written/fax proposals from two contractors

\$10,000.00 to \$20,000.00

Written RFP and written/fax proposals from three contractors.

B. 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.

C. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of 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.

D. 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.

4. 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:

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

5. 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:

- (a) Whether the services are subject to state licensing or testing requirements;
- (b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- (c) 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 \$250.00 and public works contracts for less than \$500.00. 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.

6. 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 Directors, hold a full or partial interest.

7. No portion of this resolution shall be construed as preventing the competitive bidding of purchase contracts under \$10,000.00 or public works projects under \$20,000.00, if so desired.

8. 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
Revised 7/2007