

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
ANNUAL REORGANIZATIONAL MEETING
JULY 19, 2012

Approved

The Annual Reorganizational Meeting was held on Thursday, July 19, 2012 at 10:00 AM in the Northport Public Library.

1) Chairperson Robert Little called the meeting to order at 10:05 AM. Also attending were Andrea Gladding, Margaret Hartough, Patricia Flynn, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

The Pledge of Allegiance was recited by those attending the meeting.

2) Douglas McNally, Library counsel, administered the Oath of Office to re-elected Trustee Andrea Gladding for a term of five years from July 1, 2012 to June 30, 2017.

3) REORGANIZATION OF THE BOARD

A. Chairperson – Elizabeth McGrail
Vice-Chairperson – Patricia Flynn
Secretary – Margaret Hartough
Financial Secretary – Robert Little

B. SELECTION OF MEMBERS OF PERSONNEL COMMITTEE

Chairperson – Robert Little
Andrea Gladding

C. SELECTION OF MEMBERS OF CAPITAL IMPROVEMENTS COMMITTEE

Margaret Hartough
Patricia Flynn

4) APPOINTMENTS

A. Mrs. Flynn moved to appoint Douglas McNally as Library Attorney for 2012/13 fiscal year, seconded by Mr. Little and unanimously carried.

B. Mr. Little moved to appoint Bernice Holmstrom as Library Treasurer for 2012/2013 fiscal year, seconded by Mrs. Hartough and unanimously carried.

C. Mrs. Flynn moved to appoint Bayside CPA PLLC to perform Annual Financial Audit for fiscal 2012/2013, seconded by Mrs. Hartough and unanimously carried.

D. Mrs. Hartough moved to appoint Vollmer-Adair Agency, Inc. to manage insurance program for fiscal 2012/2013, seconded by Mrs. Gladding and unanimously carried.

E. Mrs. Gladding moved to appoint Beatty, Harvey, Coco Architects LLP as library architects for fiscal 2012/2013, seconded by Mrs. Flynn and unanimously carried.

F. Mrs. Flynn moved to appoint Claire Sarser as Clerk of the Annual 2013 Budget Vote, seconded by Mr. Little and unanimously carried.

APPOINTMENTS (cont.)

G. Mrs. Hartough moved to appoint James Olney as Records Access Officer 2012/2013, seconded by Mrs. Gladding and unanimously carried.

H. Mrs. Flynn moved to appoint Claire Sarser as Records Management Officer 2012/2013, seconded by Mr. Little and unanimously carried.

I. Mr. Little moved to appoint Jean Wilson as Recording Secretary to the Board of Trustees 2012/2013, seconded by Mrs. Hartough and unanimously carried.

J. Mrs. Hartough moved to appoint Arthur Venezia, CPA, as Internal Auditor for fiscal 2012/2013, seconded by Mrs. Gladding and unanimously carried.

5. Mrs. Hartough moved to approve the use of Treasurer's Facsimile Signature, seconded by Mrs. Gladding and unanimously carried, see attached.

6. Mr. Little moved to approve Designation of Second Signature on checks over \$8,000, seconded by Mrs. Gladding and unanimously carried, see attached.

7. Mrs. Flynn moved to approve Designation of Signatories for General Fund II, seconded by Mr. Little and unanimously carried, see attached.

8. Mr. Little moved to approve Designation of Payroll Certification Officer, seconded by Mrs. Hartough and unanimously carried, see attached.

9. Mrs. Hartough moved to approve Payment of Warrants when a quorum of the Board is unavailable, seconded by Mrs. Gladding and unanimously carried, see attached.

10. Mrs. Gladding moved to approve Supplementary Warrants, seconded by Mrs. Flynn and unanimously carried, see attached.

11. Mrs. Flynn moved to approve Northport-East Northport Public Library Investment Policy: July 1, 2012-June 30, 2013, seconded by Mr. Little and unanimously carried, see attached.

12. Mr. Little moved to approve Fixed Asset Item Withdrawals for fiscal 2011/2012, seconded by Mrs. Hartough and unanimously carried, see attached.

13. Mrs. Hartough moved to approve Tuesday, April 2, 2013 to hold Annual Library Vote and Trustee Election, seconded by Mrs. Gladding and unanimously carried.

14. Mrs. Gladding moved to approve Designation of The Observer and/or The Times of Northport as the official newspapers for the publication of Legal Notices, seconded by Mrs. Flynn and unanimously carried.

15. Mrs. Flynn moved to approve authorization to publish notice of the Annual Financial Audit for fiscal 2011/2012, seconded by Mr. Little and unanimously carried.

16. Mr. Little moved to approve Adoption of 2013 Schedule of Holiday Openings & Closings, seconded by Mrs. Hartough and unanimously carried, see attached.

17. Reviewed Procurement Guidelines Policy.

18. SCHEDULE OF 2012/2013 BOARD MEETINGS (DRAFT CALENDAR)

Mrs. Gladding moved and Mrs. Flynn seconded to TABLE the Schedule of 2012/2013 Board Meetings.

19. ADJOURNMENT

Mrs. Gladding moved to adjourn the Reorganizational Meeting at 10:30 AM, seconded by Mrs. Flynn and unanimously carried.

Respectfully submitted,



Margaret Hartough
Secretary

V. Approval of Use of Treasurer's Facsimile Signature

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.

VI. Designation of Second Signature on checks over \$8,000

Approval of Robert Little as the designated Trustee or James Olney, Director, as required second signature on checks over \$8,000 for July 1, 2012 through June 30, 2013.

VII. Designation of Signatories for General Fund II

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

VIII. 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.

**IX. Approval of Payment of Warrants when
a quorum of the Board is unavailable**

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.

X. Approval of Supplementary Warrants

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

Supplementary

1. Payroll processing - PayPro
2. Conference and Travel Reimbursement to staff members
3. Health Insurance – NYSHIP, Fitzharris
4. Insurance Invoices – Vollmer-Adair Agency, New York State Insurance Fund, J.J. Stanis, Zurich
5. Utilities –LIPA, National Grid, Suffolk County Water Authority, Northport Village Sewerage Fee
6. Library Budget Vote – BOLD Systems, Election Machine Service, Vote Staffing
7. Library Van –Gasoline credit card, repairs
8. Book-A-Trip Deposits – McCarney Tours; MTA (Long Island Railroad)
9. New York State Sales Tax
10. Petty Cash (monthly average \$700)
11. Postage – Pitney Bowes
12. Telecommunications – Verizon, Sidera Networks
13. Café Expenditures
 - a. Aqua Water (water filters)
 - b. Big Apple Dairy (ice cream)
 - c. Calfeteria (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)
 - n. One Way Supply Corp. (utensils, carafes)

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

INVESTMENT POLICY

2012/2013

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. INVESTMENT PROCEDURES

These investment procedures apply to all monies and other financial resources available for investment by the Northport-East Northport Public Library in compliance with the Northport-East Northport Public Library Investment Policy. The Northport-East Northport Public Library policy is to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Such procedures include an adequate internal control structure to provide a satisfactory level of accountability based on reports incorporating description and amounts of investments, transaction dates, and other relevant information provided to the Board of Trustees on a monthly basis.

Investments will be managed to meet liquidity needs for the current month plus one month based on forecasted needs. Within the provisions of the Northport-East Northport Investment Policy every effort will be made to maximize return on investments through rate comparisons with consideration to locality of institution and past business practices.

V. 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.

VI. 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.

VII. 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.

VIII. 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>
First National Bank of L.I.	\$1,200,000.00
HSBC	\$1,200,000.00
Capital One Bank	\$1,200,000.00

IX. 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.

X. 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.

XI. 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.

XII. 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.

XIII. 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.

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

FIXED ASSETS AS OF JUNE 30, 2012

DELETIONS TO NORTHPORT AND EAST NORTHPORT

East Northport	\$26,238.97
Northport	\$47,324.05
GRAND TOTAL	\$73,563.02

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, 2011 THROUGH JUNE 30, 2012**

EAST NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	COST	AQUIRED	ACTION
5358	Custom Computer (YSPublic-6EN)	\$1,200.00	1/22/2008	Discard
5359	Custom Computer (YSPublic-7EN)	\$1,200.00	1/22/2008	Discard
5360	Custom Computer (YSPublic-8EN)	\$1,200.00	1/22/2008	Discard

TOTAL DELETIONS FROM EAST NORTHPORT \$26,238.97

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
FIXED ASSET DELETIONS JULY 1, 2011 THROUGH JUNE 30, 2012**

NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	COST	ACQUIRED	ACTION
1024	Portable Phono System	\$149.95	1/1/1983	Discard
2529	UPS Backup	\$95.00	1/1/1996	Discard
4214	24 Port Switching Hubs with Matrix Cable	\$2,694.70	1/1/1998	Discard
4541	SS3 Switch 3300 24 PT	\$1,460.00	1/1/2001	Discard
4544	24Port Switching Hub with Matrix Cat	\$2,694.70	1/1/2001	Discard
4561	24 Port Super Stack 2 Switch	\$2,700.00	6/13/2007	Discard
4594	24Port Switching Hub with Matrix Cat	\$2,694.70	1/1/2000	Discard
4605	Duplex Assembly (Pharos Printer)	\$270.00	1/1/2002	Discard
4689	LaserJet 2200DN Printer	\$1,080.00	7/14/2004	Discard
4709	DeskJet 940C Printer (LK)	\$139.00	1/1/2002	Discard
4726	Custom Computer (A7M266)	\$1,320.00	1/1/2002	Discard
4762	LP500 VGA Projector	\$2,329.00	1/1/2002	Discard
4814	LaserJet 2200DN Printer	\$1,030.00	1/1/2003	Discard
4833	LaserJet 2200DN Printer	\$1,030.00	1/1/2003	Discard
4857	Custom Computer A7V8X (YS WebPac-3N)	\$1,200.00	7/1/2003	Discard
4953	Print Server	\$84.00	3/29/2004	Discard
4966	Gateway Computer	\$2,800.00	4/12/2004	Discard
5026	700 Battery Backup (Security System)	\$125.00	5/24/2004	Discard
5029	420 Battery Back up (AM)	\$100.00	5/24/2004	Discard
5030	500 Battery Back up	\$100.00	5/24/2004	Discard
5035	Officeconnect VPN Firewall	\$280.00	6/14/2004	Discard
5051	Custom Computer K8V 5e (Media WebPac - 1N)	\$1,200.00	8/9/2004	Discard
5052	Custom Computer K8V 5e (MezWebPac - 1N)	\$1,200.00	8/9/2004	Discard
5097	Task Chair (AR)	\$145.00	12/21/2004	Discard
5116	Custom Computer Shuttle SN45G (Pager-N)	\$1,200.00	6/1/2007	Discard

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
FIXED ASSET DELETIONS JULY 1, 2011 THROUGH JUNE 30, 2012
NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	COST	AQUIRED	ACTION
5117	Custom Computer Shuttle SN45G (Pqueue-IN)	\$1,200.00	6/1/2007	Discard
5124	Custom Computer Mini ITX (YSWebPac)	\$935.00	4/28/2005	Discard
5126	Custom Computer Mini ITX (Mezz WebPac-2N)	\$935.00	5/6/2005	Discard
5140	Custom Computer A8V-E Deluxe (Internet-6N)	\$1,400.00	6/15/2005	Discard
5149	Custom Computer A8V-E Deluxe	\$1,400.00	6/15/2005	Discard
5196	Custom Computer A8N-E (Admin-2N)) (JO)	\$1,200.00	5/15/2006	Discard
5280	Custom Computer Shuttle (Case)	\$1,200.00	2/2/2007	Discard
5292	Custom Computer P5B Deluxe (Circ Desk - 1N)	\$1,200.00	5/16/2007	Discard
5297	DeskJet 6980 (CS)	\$133.00	5/23/2007	Discard
5343	Custom Computer (Admin-1N) (EM)	\$1,200.00	1/22/2008	Discard
5344	Custom Computer (P5)	\$1,200.00	1/22/2008	Discard
5346	Custom Computer	\$1,200.00	1/22/2008	Discard
5348	Custom Computer (YSPublic-4N)	\$1,200.00	1/22/2008	Discard
5349	Custom Computer (YSPublic-5N)	\$1,200.00	1/22/2008	Discard
5350	Custom Computer (YSPublic-6N)	\$1,200.00	1/22/2008	Discard
5351	Custom Computer (YSPublic-7N)	\$1,200.00	1/22/2008	Discard
5352	Custom Computer (YSPublic-8N)	\$1,200.00	1/22/2008	Discard

TOTAL DELETIONS FROM NORTHPORT \$47,324.05

**XVI. Adoption of 2013 Schedule of
Holiday Openings & Closings**

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2013 SCHEDULE OF HOLIDAY & SPECIAL CLOSINGS

January 1, 2013	Tuesday	New Year's Day	Close all day
January 21, 2013	Monday	Martin Luther King Jr. Day	Close all day
February 18, 2013	Monday	Presidents' Day	Close all day
March 31, 2013	Sunday	Easter Sunday	Close all day
May 12, 2013	Sunday	Mother's Day	Close all day
May 26, 2013	Sunday	Memorial Day Weekend	Close all day
May 27, 2013	Monday	Memorial Day	Close all day
July 4, 2013	Thursday	Independence Day	Close all day
September 2, 2013	Monday	Labor Day	Close all day
October 14, 2013	Monday	Columbus Day	Open 9 AM to 9 PM
November 11, 2013	Monday	Veterans' Day	Close all day
November 27, 2013	Wednesday	Thanksgiving Eve	Close at 5 PM
November 28, 2013	Thursday	Thanksgiving	Close all day
December 24, 2013	Tuesday	Christmas Eve Day	Close all day
December 25, 2013	Wednesday	Christmas Day	Close all day
December 31, 2013	Tuesday	New Year's Eve	Close all day