

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
REORGANIZATIONAL MEETING
July 17, 2014

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, July 17, 2014, in the Board Conference Room of the Northport Public Library.

- I. CALL TO ORDER
Chairperson Patricia Flynn called the meeting to order at 10:10 AM. Also attending were Margaret Hartough, Robert Little, Andrea Gladding, Assistant Director Nancy Morcerf and Director James Olney. Elizabeth McGrail was excused with prior notice.
- II. OATH OF OFFICE
The Oath of Office was administered to re-elected Trustee Patricia Flynn by Library Counsel Douglas McNally on July 17, 2014 for a term of five years from July 1, 2014 to June 20, 2019.
- III. REORGANIZATION OF BOARD
On a motion by Mr. Little, seconded by Mrs. Gladding the following was unanimously carried:
 - A. Chairperson – Margaret Hartough
Vice-Chairperson – Patricia Flynn
Secretary – Robert Little
Financial Secretary – Andrea Gladding
 - B. Personnel Committee – Robert Little, Patricia Flynn
 - C. Capital Improvement Committee – Andrea Gladding, Elizabeth McGrail
- IV. APPOINTMENTS
 - A. Mrs. Flynn moved to appoint Douglas McNally as Library Counsel for 2014/2015 fiscal year, seconded by Robert Little and unanimously carried.
 - B. Mr. Little moved to appoint Bernice Holmstrom as Library Treasurer for 2014/2015 fiscal year, seconded by Mrs. Gladding and unanimously carried.
 - C. Mrs. Gladding moved to appoint Bayside CPA PLLC to perform Annual Financial Audit for 2014/2015 fiscal year seconded, by Mrs. Flynn and unanimously carried.
 - D. Mrs. Flynn moved to appoint Vollmer-Adair Agency, Inc. to manage insurance program for 2014/2015 fiscal year, seconded by Mr. Little and unanimously carried.
 - E. Mr. Little moved to appoint Beatty, Harvey, Coco Architects LLP as library architects for 2014/2015 fiscal year, seconded by Mrs. Gladding and unanimously carried.
 - F. Mrs. Gladding moved to appoint Claire Sarser as Clerk of the 2015 Library Budget Vote, seconded by Mrs. Flynn and unanimously carried.
 - G. Mrs. Flynn moved to appoint James Olney as Records Access Officer 2014/2015, seconded by Mr. Little and unanimously carried.

- H. Mr. Little moved to appoint Claire Sarser as Records Management Officer 2014/2015, seconded by Mrs. Gladding and unanimously carried.
- I. The vote on the appointment of Recording Secretary to the Board of Trustees 2014/2015 was tabled at this time.
- J. Mrs. Gladding moved to appoint Arthur Venezia, CPA, as Internal Auditor for for 2014/2015 fiscal year, seconded by Mrs. Flynn and unanimously carried.

- V. Mrs. Flynn moved to approve the Use of Treasurer's Facsimile Signature, seconded by Mr. Little and unanimously carried.

- VI. Mr. Little moved to approve designation of Andrea Gladding or James Olney as second signatory on checks over \$8,000, seconded by Mrs. Flynn and unanimously carried.

- VII. Mrs. Gladding moved to approve designation of James Olney or Nancy Morcerf as a signatory for General Fund II, seconded by Mrs. Flynn and unanimously carried.

- VIII. Mrs. Flynn moved to approve designation of James Olney or Nancy Morcerf as Payroll Certification Officer, seconded by Mr. Little and unanimously carried.

- IX. Mrs. Flynn moved to approve Payment of Warrants when a quorum of the Board is unavailable, seconded by Mr. Little and unanimously carried.

- X. Mr. Little moved to approve Approval of Supplementary Warrants, seconded by Mrs. Gladding and unanimously carried, page attached.

- XI. Mrs. Gladding moved to approve Northport-East Northport Public Library Investment Policy 2014/2015, seconded by Mrs. Flynn and unanimously carried, pages attached.

- XII. Mrs. Flynn moved to approve Approval of Fixed Asset Item Withdrawals for 2014/2015 fiscal year, seconded by Mr. Little and unanimously carried, pages attached.

- XIII. Mr. Little moved to approve Fund Balance Policy (reviewed by library attorney and annual fiscal auditor), seconded by Mrs. Gladding and unanimously carried, page attached.

- XIV. Mrs. Flynn moved to approve Tuesday, April 14, 2015 to hold Annual Library Vote and Trustee Election, seconded by Mr. Little and unanimously carried.

- XV. Mr. Little 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. Gladding and unanimously carried.

- XVI. Mrs. Gladding moved to approve Authorization to publish notice of the Annual Financial Audit for 2014/2015 fiscal year, seconded by Mrs. Flynn and unanimously carried.

- XVII. Mrs. Flynn moved to approve Adoption of 2015 Holiday Openings and Closings, seconded by Mr. Little and unanimously carried, page attached.

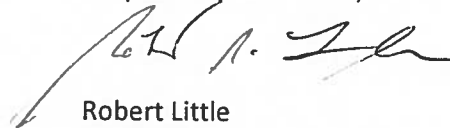
- XVIII. Mr. Little moved to approve Review of Procurement Guidelines Policy, seconded by Mrs. Gladding and unanimously carried, pages attached.
- XIX. Mrs. Flynn moved to approve Schedule of 2014/2015 Board Meetings, seconded by Mr. Little and unanimously carried. (Draft Calendar)

Wednesday, August 13, 2014	10:00 AM	Financial Only
Tuesday, September 16, 2014	5:30 PM	
Thursday, October 16, 2014	10:00 AM	
Thursday, November 20, 2014	10:00 AM	
Thursday, December 18, 2014	10:00 AM	
Tuesday, January 20, 2015	5:30 PM	
Thursday, February 19, 2015	10:00 AM	
Tuesday, March 24, 2015	5:30 PM	
Tuesday, March 24, 2015	7:30 PM	Public Hearing
Tuesday, April 14, 2015	9:00 AM to 9:00 PM	Library Vote and Election of Trustee
Thursday, April 16, 2015	10:00 AM	
Tuesday, May 19, 2015	5:30 PM	
Thursday, June 18, 2015	10:00 AM	
Thursday, July 16, 2015	10:00 AM	

XX. ADJOURNMENT

Mrs. Gladding moved to adjourn the Reorganization Meeting at 11:53 AM, seconded by Mr. Little and unanimously carried.

Respectfully submitted,



Robert Little
Secretary

PERSONNEL REPORT
Approval of the Following Personnel Matters
 July 17, 2014

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Samantha Gross	PT Librarian Trainee/27 credits	Adult Services	06/30/14
Vincent Catalano	Security Guard/\$19.79 hr.	Security	07/07/14
James Grillo	Security Guard/\$19.29 hr.	Security	07/07/14
John Monaco	Security Guard/\$19.29 hr.	Security	07/07/14
Lam Nguyen	Security Guard/\$18.79 hr.	Security	07/07/14
Robert Norwood	Security Guard/\$18.79 hr.	Security	07/07/14
Ralph Pellegrino	Security Guard/\$19.79 hr.	Security	07/07/14
Efrain Pena	Security Guard/\$17.89 hr.	Security	07/07/14
Peter Perotti	Security Guard/\$17.89 hr.	Security	07/07/14
Salvatore Rapisardi	Security Guard/\$22.81 hr.	Security	07/07/14
Charles Sentowski	Security Guard/\$21.00 hr.	Security	07/07/14
Luigi Suriano	Security Guard/\$19.79 hr.	Security	07/07/14
Marilyn Baker	Café Worker/\$10.75 hr.	Community Services	07/07/14
Joyce Bernat	Café Worker/\$14.75 hr.	Community Services	07/07/14
Florence Gorman	Café Worker/\$12.25 hr.	Community Services	07/07/14
Jill Krahl	Café Worker/\$11.75 hr.	Community Services	07/07/14
Jill Kuehn	Café Worker/\$11.75 hr.	Community Services	07/07/14
Barbara Minogue	Café Worker/\$8.55 hr.	Community Services	07/07/14
Caroline Prisco	Café Worker/\$12.25 hr.	Community Services	07/07/14
John Souto	Café Worker/\$13.00 hr.	Community Services	07/07/14
Dominick Tripolone	Café Worker/\$11.75 hr.	Community Services	07/07/14
Jessica Camenzuli	Page/\$8.20 hr.	Youth Services - Npt	07/07/14
Grace Campbell	Page/\$8.20 hr.	Adult Services – LH	07/07/14
Christine Cassidy	Page/\$8.20 hr.	Youth Services – Teen	07/07/14
Chelsea Cirruzzo	Page/\$8.20 hr.	Youth Services – EN	07/07/14
Christine Condon	Page/\$8.25 hr.	Youth Services – EN	07/07/14
Monica Dietlin	Page/\$8.20 hr.	Youth Services – EN	07/07/14
Anna Drewitz	Page/\$8.20 hr.	Circulation – Npt	07/07/14
Paolina Enrico	Page/\$8.20 hr.	Circulation – Npt	07/07/14
Amanda Glassner	Page/\$8.20 hr.	Circulation – Npt	07/07/14
Georgiana Kaloudis	Page/\$8.20 hr.	Circulation – Npt	07/07/14
Brian Lambert	Page/\$8.85 hr.	Adult Services – EN	07/07/14
Charlotte Latuso	Page/\$9.65 hr.	Circulation – Npt	07/07/14
Ruby Lindberg	Page/\$8.60 hr.	Youth Services – Npt	07/07/14
Julia Menges	Page/\$8.20 hr.	Youth Services – EN	07/07/14
Mary Ann Morrisroe	Page/\$11.90 hr.	Adult Services – EN	07/07/14
Grace Mortimer	Page/\$8.20 hr.	Youth Services – Teen	07/07/14
Shaw Newman	Page/\$8.20 hr.	Adult Services – EN	07/07/14
Lisa Olivieri	Page/\$9.90 hr.	Youth Services – Npt	07/07/14
Taylor Pearl	Page/\$8.20 hr.	Circulation – Npt	07/07/14

A. Salary Increase (Continued)

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Mary Jane Ritter	Page/\$12.15 hr.	Adult Services – Npt	07/07/14
Olivia Rizzo	Page/\$8.20 hr.	Youth Services – Npt	07/07/14
Regina Sammis	Page/\$8.40 hr.	Circulation – Npt	07/07/14
Amara Sarno	Page/\$8.20 hr.	Tech Services	07/07/14
Miranda Schmidt	Page/\$8.20 hr.	Youth Services – EN	07/07/14
Paulina Stewart	Page/\$9.40 hr.	Youth Services – Npt	07/07/14
Hannah Van Wickler	Page/\$8.20 hr.	Youth Services – Npt	07/07/14
Abigail Vogt	Page/\$8.20 hr.	Youth Services – EN	07/07/14
Patricia Welsh	Page/\$11.15 hr.	Adult Services – EN	07/07/14

B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Colleen Murphy	Page/\$8.00 hr.	Youth Services – NPT	07/21/14
Kathleen Ritchel	Page/\$8.00 hr.	Youth Services – EN	07/21/14
Ryan Dillon	Page/\$8.00 hr.	Circulation – Npt	08/12/14
Nina Callahan	Page/\$8.00 hr.	Circulation – Npt	08/26/14

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Monica Dietlin	Page/\$8.20 hr.	Youth Services – EN	07/15/14
Chelsea Ciruzzo	Page/\$8.20 hr.	Youth Services – EN	08/02/14
Olivia Rizzo	Page/\$8.20 hr.	Youth Services – Npt	08/03/14
Anna Drewitz	Page/\$8.20 hr.	Circulation – Npt	08/08/14
Taylor Pearl	Page/\$8.20 hr.	Circulation – Npt	08/22/14

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Promotion			
Candace Reeder	Head of Adult Services Librarian III, Step 18	Adult Services	08/04/14

Request for Leave of Absence

Paulina Stewart	Page/\$9.40 hr	Youth Services – Npt	08/06/14 – 08/20/14
-----------------	----------------	----------------------	---------------------

X. 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. New York State Sales Tax

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
INVESTMENT POLICY
2014/2015

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.	\$2,000,000.00
HSBC	\$1,000,000.00
New York Community Bank	\$1,000,000.00
Capital One Bank	\$1,000,000.00

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.

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.

**XVII. Adoption of 2015 Schedule of
Holiday Openings & Closings**

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2015 SCHEDULE OF HOLIDAY & SPECIAL CLOSINGS

January 1, 2015	Thursday	New Year's Day	Close all day
January 19, 2015	Monday	Martin Luther King Jr. Day	Close all day
February 16, 2015	Monday	Presidents' Day	Close all day
April 5, 2015	Sunday	Easter Sunday	Close all day
May 10, 2015	Sunday	Mother's Day	Close all day
May 24, 2015	Sunday	Memorial Day Weekend	Close all day
May 25, 2015	Monday	Memorial Day	Close all day
June 21, 2015	Sunday	Begin Sunday closings	Close all day
July 4, 2015	Saturday	Independence Day	Close all day
September 7, 2015	Monday	Labor Day	Close all day
September 20, 2015	Sunday	Resume Sunday Openings	Open 1 - 5
October 12, 2015	Monday	Columbus Day	Close all day
November 11, 2015	Wednesday	Veterans' Day	Close all day
November 25, 2015	Wednesday	Thanksgiving Eve	Close at 5 PM
November 26, 2015	Thursday	Thanksgiving	Close all day
December 24, 2015	Thursday	Christmas Eve Day	Close all day
December 25, 2015	Friday	Christmas Day	Close all day
December 31, 2015	Thursday	New Year's Eve	Close all day