

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

**MEETING OF APRIL 21, 2016**

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, April 21, 2016.

- I. Chairperson Margaret Hartough called the meeting to order at 10:08am. Also present were Elizabeth McGrail, Georganne White, Andrea Gladding, Jacqueline Elsas, and Director James Olney. Assistant Director Nancy Morcerf was absent with prior notice.
- II. THE PLEDGE OF ALLEGIANCE was recited by those attending.
- III. ADOPTION OF AGENDA  
Ms. White moved to adopt the Agenda, seconded by Mrs. Gladding and unanimously carried.
- IV. PERIOD FOR PUBLIC EXPRESSION
- V. MINUTES OF PREVIOUS MEETING  
Mrs. Gladding moved to approve the minutes of March 22, 2016, seconded by Mrs. Elsas and unanimously carried.
- VI. FINANCIAL SECRETARY & TREASURER'S REPORT
  - A. Approval of Warrants  
Mrs. Gladding move to approve warrant for \$185,468.01, page 4029, seconded by Mrs. Elsas and unanimously carried.  
Ms. White move to approve warrant for \$172.85, page 4030, seconded by Mrs. Gladding and unanimously carried.  
Mrs. Gladding moved to approve warrant for \$176,455.77, page 4031, seconded by Mrs. Elsas and unanimously carried.  
Mrs. Elsas moved to approve warrant for \$181,345.29, page 4032, seconded by Mrs. Gladding and unanimously carried.  
Ms. White moved to approve warrant for \$10,066.84, page 4033, seconded by Mrs. Gladding and unanimously carried.
  - B. PAYROLL REGISTERS  
Mrs Elsas moved to approve payroll of \$186,675.50, page 2154, seconded by Ms. White and unanimously carried.  
Ms. White moved to approve payroll of \$185,228.01, seconded by Mrs. Gladding and unanimously carried.
  - C. Review of monthly expenditures
  - D. Review of statistical summary
- VII. ACCEPTANCE OF RESULTS OF LIBRARY BUDGET VOTE AND ELECTION OF TRUSTEE  
Mrs. McGrail moved to accept the results of the Library budget vote and election of Mrs. Hartough as Trustee.

VIII. COMMUNICATIONS

Mrs. Hartough read a letter from Attorney Doug McNally informing the Library that he would be returning to school to continue his education, and his associate would be taking over his services at the Library.

IX. DIRECTOR'S REPORT

**Administration**

Teamwork was stressed when a safety issues arises. We are all responsible for making the library a safe and welcoming place for both patrons and coworkers.

The governor approved the state budget with a \$4 million increase in library aid and a \$5 million increase in construction aid.

Our library ranked second in the county for the number of yes votes cast and third in the number of total votes. While our Yes to no ratio is slightly down from last year we still ranked in the top ten and garnered three less no votes than last year.

**Buildings and Grounds**

The solenoid valve for the drinking fountain located on the lower level of the East Northport building was difficult to get due to the age of the equipment. Since this part was so difficult to locate, an additional valve will be ordered to have on hand for future repairs on any of the other three water fountains.

To improve visibility, new stairwell lighting has been installed in East Northport to match the design of original wall fixtures.

The library van developed an intermittent electrical issue when it rained. The problem was caused by a crack in a taillight which was resolved when a staff member installed a new taillight lens.

**Network & Systems**

Filing of E-rate forms continue while increasing requirements reduce our eligibility. Re-classification of institutions will change how all libraries file for reimbursement next year.

**Circulation**

Following the expected initial learning curve, patrons are adapting quite well to the new public copiers. This long-awaited upgrade is based on an entirely new business model for the library. Originally the copiers were provided by an outside company and they gave us a small percentage of the proceeds. Since copier usage is down this is no longer a viable business model forcing us to lease copiers. We now keep the proceeds from the coin boxes and if usage remains the same, the proceeds should just about cover the leasing charges.

**Community Services**

Ryu Shu Talko: Drums of Japan was enjoyed by 65 patrons and Northport Arts Coalition co-sponsored program entitled Divalicious was attended by 91 patrons.

Beautiful Garden, Beautiful Water cultivated 43 gardeners and a program on the Sources of Nitrates in Northport's ground Water quenched the interest of 31 patrons.

**Adult and Teen Services**

In addition to the ESL Classes we offer, staff are providing ESL patrons with assistance on Microsoft Word, Google Translate, Mango, and Pronunciator.

Fifty patrons attended the Cinema at the Library program screening of Spotlight followed by a very lively discussion and good patron feedback.

The Adult and Teen Services Department Head was appointed as a judge for the 2016 New York State Teen Video Challenge. This challenge was for teens to create a video promoting teen summer reading at the public library using the slogan, "Get in the Game-Read."

**Children and Family Services**

The library held a Spring Carnival for preschoolers which included various garden games and crafts. Thirty-two children and parents had fun planting flowers in kidney bean "soil" and making bird's nests.

The children's display this month was to encourage children to celebrate their name. The display highlighted books about names and invited children to wear name tags and become their favorite characters.

The Children and Family Services Department Head conducted a two-hour workshop for the Reading Specialist Council of Suffolk (RSCS) entitled: Common Core Dynamic Duos: Fiction-Nonfiction/Teachers-Librarians. The 40 teachers in attendance were astounded by the library's offerings, especially NoveList K-8, SLSFOS, and materials in our Educators' Collection.

X. **PERSONNEL REPORT**

Mrs. McGrail moved to approve "B. New Employees" in the Personnel Report, seconded by Ms. White and unanimously carried.

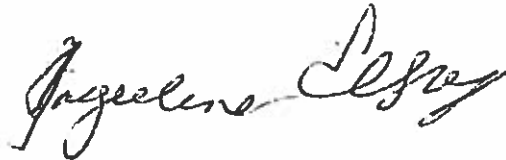
Ms. White moved to approve "D. Retirement" in the Personnel Report, seconded by Mrs. Gladding and unanimously carried.

Mrs. Elsas moved to approve "E. Other" in the Personnel Report, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve "E. Other" in the Personnel Report Addendum, seconded by Ms. White and unanimously carried.

- XI. REVISION OF NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY INVESTMENT POLICY 2015/2016  
Mrs. White moved to accept revisions made to the Northport-East Northport Investment Policy 2015/2016, seconded by Mrs. Gladding and unanimously carried.
- XII. OTHER BUSINESS  
Mr. Olney shared with the Board that the Library received a check from the MTA for offset of payroll taxes.
- XIII. DATES OF FUTURE MEETINGS  
Thursday May 19, 2015 10:00am-Regular Board Meeting  
Thursday June 16, 2016 10:00am-Regular Board Meeting  
Thursday July 21, 2016 10:00am-Annual Reorganizational Meeting  
11:00am-Regular Board Meeting  
12:00 noon-Staff Recognition Ceremony and Luncheon
- XIV. MOTION TO CONVENE IN EXECUTIVE SESSION  
Mrs. Gladding moved to convene in Executive Session to discuss staff contract, seconded by Mrs. Elsas and unanimously carried.
- XV. Mrs. McGrail moved to conclude Executive Session and adjourn the Regular Meeting at 1:14pm, seconded by Ms. White and unanimously carried.

Respectfully submitted,



Jacqueline Elsas

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 regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, April 21, 2016, 10:00 AM** in the Board Conference Room.

## REVISED AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expressions
- V. Minutes of previous meeting - (Motion required)
- VI. Financial Secretary & Treasurer's Report
  - A. Approval of warrants (Motion required)
  - B. Acceptance of payroll registers (Motion required)
  - C. Review of monthly expenditures
  - D. Review of statistical summary
- VII. Acceptance of results of Library Budget Vote and Election of Trustee (Motion required)
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. Revision of Northport-East Northport Public Library Investment Policy 2015/2016 (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:
  - Thursday, May 19, 2016, 10:00 AM – Regular Board Meeting
  - Thursday, June 16, 2016, 10:00 AM – Regular Board Meeting
  - Thursday, July 21, 2016, 10:00 AM – Annual Reorganizational Meeting
  - 11:00 AM – Regular Board Meeting
  - 12:00 Noon – Staff Recognition Ceremony and Luncheon
- XIV. Motion to convene in Executive Session to discuss staff contract
- XV. Adjournment

**LIBRARY BOARD MEETING  
APRIL 21, 2016**

**ACCOUNTS PAYABLE**

<b>4029 3/24/16</b>	<b>\$ 185,468.01</b>	<b>One Hundred Eighty Five Thousand Four Hundred Sixty Eight Dollars &amp; One Cent</b>
<b>4030 3/28/16</b>	<b>\$ 172.85</b>	<b>One Hundred Seventy Two Dollars, &amp; Eighty Five Cents</b>
<b>4031 4/21/16</b>	<b>\$ 176,455.77</b>	<b>One Hundred Seventy Six Thousand, Four Hundred Fifty Five Dollars &amp; Seventy Seven Cents</b>
<b>4032 4/6/16</b>	<b>\$ 181,345.29</b>	<b>One Hundred Eighty One Thousand, Three Hundred Forty Five Dollars &amp; Twenty Nine Cents</b>
<b>4033 4/22/16</b>	<b>\$ 10,066.84</b>	<b>Ten Thousand Sixty Six Dollars &amp; Eighty Four Cents</b>

**PAYROLL REGISTER**

<b>2154 3/25/16</b>	<b>\$ 186,675.50</b>	<b>One Hundred Eighty Six Thousand, Six Hundred Seventy Five Dollars, &amp; Fifty Cents</b>
<b>2155 4/8/16</b>	<b>\$ 185,228.01</b>	<b>One Hundred Eighty Five Thousand, Two Hundred Twenty Eight Dollars, &amp; One Cent</b>

**PERSONNEL REPORT**  
**ADDENDUM**  
Approval of the Following Personnel Matters  
April 21, 2016

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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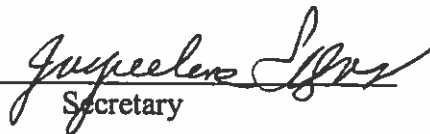
**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**Promotion**

Candace Reeder	Librarian IV	Administration	04/25/16
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Report approved by Board of Trustees

  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
April 21, 2016

**A. Salary Increase**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**B. New Employees**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Catherine Lageraaen	PT Library Clerk/Step 1	Technical Services	04/27/16
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**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**D. Retirement**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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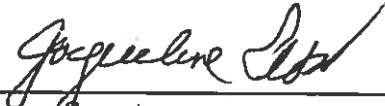
Mary Ellen Moll	Librarian III/Step 20+9	Community Services	05/20/16
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**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Seasonal Pages Regina Sammis	Seasonal Page/\$9.00 hr.	Circulation - EN	05/19/16 – 08/12/16
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Report approved by Board of Trustees

  
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 Secretary



# NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

## INVESTMENT POLICY

2015/2016

### 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.	\$4,000,000.00
HSBC	\$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 General Municipal Law section 10, equal to the aggregate amount of excess deposits.
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 one hundred and forty percent (140%) 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.
4. Secured by an "irrevocable letter of credit" issued by a Federal Home Loan Bank (FHLB) whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, accept such letter of credit payable to the Northport-East Northport Public Library as security for the payment of one hundred percent (100%) of the aggregate amount and the agreed upon interest, if any.

## 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;
- Cooperative investment program established in accordance with Article 5G of the New York State General Municipal Law, as amended, and Article 3A of the General Municipal Law (Chapter 623 of the Laws of 1998);
- Qualified Reciprocal Deposit Program as allowed under Chapter 128 of NYS Laws of 2012 amended sections 10 and 11 of the General Municipal Law; and
- Repurchase Agreements involving the purchase and sale of direct obligations of the United States.

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.