

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING SEPTEMBER 19, 2019

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday September 19, 2019.

I. CALL TO ORDER

Chairperson Georganne White called the meeting to order at 10:18am. Also present were Margaret Hartough, Jacqueline Elsas, Judith Bensimon, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE REVISED AGENDA

Mrs. Hartough moved to approve the revised agenda, seconded by Mrs. Elsas and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION - Review of Policy for Public Expression

V. MINUTES OF PREVIOUS MEETING

Mrs. Hartough moved to approve minutes of August 15, 2019, seconded by Mrs. Elsas and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$227,325.50, page 4178, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$293,693.50, page 4179, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$127,474.60, page 4180, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Mrs. Hartough moved to approve payroll of \$205,517.00, page 2252, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$202,332.54, page 2253, seconded by Mrs. Bensimon and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATIONS  
SCLS requested nominations for their Board of Trustees.

VIII. DIRECTOR'S REPORT

**Administration**

The *Safe Schools* webinar, combined with our state-authorized, board-approved policy, comprises the mandated anti-sexual harassment training assigned to all contract staff. The webinar will be presented in group sessions for all non-contract employees.

The summer weather has raised the impact the town park's proximity has on the library. The issue of sleeping, loud music, and drinking in the park has spilled over into the library. The Town of Huntington Public Safety is called on a regular basis as well as the Suffolk County 2<sup>nd</sup> precinct when deemed necessary.

The AED equipment has passed its annual inspection by a licensed physician. The physician applauded the insightfulness of including naloxone and stop-the-bleed-kits in an accessible and centralized location.

**Buildings and Grounds**

The LED lighting conversion has been completed in the in Northport building main reading room. This custom solution resulted in a more contemporary design.

Repairs to the sidewalk at the base of the pedestrian ramp in East Northport will also require new curbing and handrail.

**Network and Systems**

To accommodate the growing traffic on the Wi-Fi network, the library's service has been upgraded from a 150 megabit connection to a gigabit connection in each building.

The new materials script used to create lists of new items for the webpage stopped working following a recent upgrade to Innovative Interfaces, Inc.'s Sierra product. A temporary work-around has been developed to address the issue until a more permanent solution is available.

The Suffolk Cooperative Library System (SCLS) Library card mapping program used on the Live-library website to locate your home library is no longer available. Until a new program is developed, staff are using a resource available from the LI Index website.

**Circulation**

The library card printer had to be sent out for extensive repairs that are covered by our service contract. Printing of new cards was delayed until the printer was returned.

The video game collection saw a healthy increase in circulation during the summer.

Three of the hot spot units are currently long overdue. The library remotely disabled these units and requested replacements from the service provider at no additional charge.

**Community Services**

The Library Courtyard concerts entertained 823 patrons. Only two of the five were moved inside due to weather conditions.

All three Library programs celebrating the moon landing were well attended. At the first, a former Grumman executive provided a first-hand account of the company's involvement in the space program and the development of the Lunar Excursion Module (LEM). At the second, a Cradle of Aviation Museum educator described the history of the Apollo space program. The third program shared a collector's Apollo 11 artifacts and stories.

Tamson Yeh, a turf and land management specialist with the Cornell Cooperative Extension of Suffolk County, addressed common questions about Long Island lawn care including the selection of the right grass types, crabgrass, irrigation, fertilizer laws and timing, mowing, shade tips, with the 38 patrons in attendance.

Dr. Anna-Marie Wellins, a member of the Medical Advisory Panel of Stony Brook Southampton Hospital's Regional Tick-Borne Disease Resource Center, spoke to 32 patrons about the types of diseases that are carried by the different species of ticks found on Eastern Long Island and the symptoms, diagnostic tests, and treatment options that are available. Each patron received a free tick removal kit.

**Adult and Teen Services**

The Adult Summer Reading Club (SRC) had 82 patrons reporting on 443 books and the Teen SRC had 99 teens reporting on 177 books read.

Library staff participated at two Family Fun Nights in Northport Village interacting with 190 patrons at our booth on Main Street.

Menus on the adult computers have been updated to include a link to local history resources. These resources include access to more than 100 oral histories, digitized versions of local newspapers and historical postcards, community history, special collections, and more.

A Social Work intern from SUNY Stony Brook's graduate program began working with Adult and Teen Services department last week. She has been assigned shifts in both buildings and spent time during her first week speaking with staff to learn more about our community and our patrons. She will work on updating lists of resources for specific audiences in the community. In addition she will participate in programs, and make appointments with patrons in need of introductions and referrals to community agencies or organizations.

Two groups of nursing students from Adelphi University, who have been assigned to the Northport VA for a public health class, visited the library to learn more about our programs and resources related to community health concerns.

#### **Children and Family Services**

The children's SRC had 1,061 participants, visit the SRC desk 3,645 times to report on 5,386 hours of reading with 843 children attending the SRC reward show. As in the past, very few children (13) chose to report on their reading using the online option. Even those who went away for the summer opted to report in-person rather than online.

Fifth Avenue earned the Summer Reading Recognition Plaque again this year with 44 percent of their student body participating.

Fourteen children watched their furry friend take shape as they filled it up with intergalactic stuffing in the *Make Your Own Alien* workshop.

In preparation for the new school year the *Special Loan Service For Our Schools* (SLSFOS) brochure was updated to highlight 30 years of providing this unique service.

#### **IX. PERSONNEL REPORT**

Mrs. Hartough moved to approve "B. New Employees" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve "E. Other" in the personnel report, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon move to approve "E. Other" in the personnel report addendum, seconded by Mrs. McGrail and unanimously carried.

#### **X. REVISION OF WHISTLEBLOWER POLICY**

Mrs. Bensimon moved to approve revisions to Whistleblower Policy, (see attached) seconded by Mrs. McGrail and unanimously carried.

- XI. REVISION OF POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS  
Mrs. McGrail moved to approve revisions to Policy on Confidentiality of Library Records, (see attached) seconded by Mrs. Hartough and unanimously carried.
- XII. REVISION OF ANNUAL AUDIT POLICY  
Mrs. Hartough moved to approve revisions to Annual Audit Policy, (see attached) seconded by Mrs. Elsas and unanimously carried.
- XIII. APPOINTMENT OF JOHN TANZI ARCHITECTS AS LIBRARY ARCHITECT FOR 2019/2010  
Mrs. McGrail moved to approve appointment of John Tanzi Architects as Library Architect for 2019/2010, seconded by Mrs. Hartough and unanimously carried.
- XIV. RESOLUTION TO APPROVE CHANGE ORDER FROM WEB CONSTRUCTION CORP.  
Mrs. Hartough moved to approve change order from Web Construction Corp. (see attached) seconded by Mrs. Elsas and unanimously carried.
- XV. OTHER BUSINESS  
Mr. Olney informed the Board of upcoming library conference to be held on October 11, 2019 at the Heritage Club in Bethpage.
- XVI. CONVENE TO EXECUTIVE SESSION  
Mrs. Elsas moved to convene to Executive Session to discuss a financial matter regarding a vendor, seconded by Mrs. Bensimon and unanimously carried.  
Mrs. Bensimon moved to reconvene to regular meeting, seconded by Mrs. McGrail and unanimously carried.
- XVII. DATES OF FUTURE MEETINGS
- |                             |         |                 |
|-----------------------------|---------|-----------------|
| Thursday, October 17, 2019  | 10:00am | Regular Meeting |
| Thursday, November 21, 2019 | 10:00am | Regular Meeting |
- XVIII. ADJOURNMENT  
Mrs. Hartough moved to adjourn meeting at 12:25 pm, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted



Judith Bensimon  
Secretary



# Northport-East Northport Public Library

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

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, September 19, 2019, 10:00 AM** in the Board Conference Room.

## AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meetings (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. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Revision of Whistleblower Policy (Motion required)
- XI. Revision of Policy on Confidentiality of Library Records (Motion required)
- XII. Revision of Annual Audit Policy (Motion required)
- XIII. Appointment of John Tanzi Architects as Library Architects for 2019/2020 (Motion required)
- XIV. Other Business
- XV. Motion to convene in Executive Session to discuss a financial matter regarding a vendor
- XVI. Date of next library board meetings:  
Thursday, October 17, 2019, 10:00 AM – Regular Board Meeting  
Thursday, November 21, 2019, 10:00 AM – Regular Board Meeting
- XVII. Adjournment



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Dear Board Member:

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  - A. Approval of warrants (Motion required)
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- XII. Revision of Annual Audit Policy (Motion required)
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- XIV. Resolution to approve change order from Web Construction Corp. (Motion required)
- XV. Other Business
- XVI. Motion to convene in Executive Session to discuss a financial matter regarding a vendor
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Thursday, October 17, 2019, 10:00 AM – Regular Board Meeting  
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**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
POLICY ON PERIOD FOR PUBLIC EXPRESSION  
AT LIBRARY BOARD OF TRUSTEES MEETINGS**

Board meetings are for the conducting of library business and as required by the Open Meetings Law are open for observation by the public. They are not public hearings about library affairs. Under the Open Meetings Law provision for public participation is not required, though the Board sets aside a period for public expression in the agenda. In the interests of time and the effective conduct of business, individual public comment may be limited so that all members of the public attending a board meeting will have an equal opportunity speak. Under no circumstances shall an individual's opportunity for public expression exceed five minutes in length, unless by prior arrangement. Board members are not required to respond to questions or statements made during the public expression portion of the meeting.

## LIBRARY BOARD MEETING

SEPTEMBER 19, 2019

### ACCOUNTS PAYABLE

4178 8/21/19	\$227,325.50	Two Hundred Twenty Seven Thousand, Three Hundred Twenty Five Dollars, & Fifty Cents
4179 9/4/19	\$293,693.50	Two Hundred Ninety Three Thousand, Six Hundred Ninety Three Dollars, & Fifty Cents
4180 9/19/19	\$127,474.60	One Hundred Twenty Seven Thousand Four Hundred Seventy Four Dollars & Sixty Cents

### PAYROLL REGISTER

2252 8/23/19	\$205,517.00	Two Hundred Five Thousand Five Hundred Seventeen Dollars & Zero Cents
2253 9/6/19	\$202,332.54	Two Hundred and Two Thousand Three Hundred and Thirty Two Dollars & Fifty Four Cents

Approval of the Following Personnel Matters  
September 19, 2019

## 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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Keri Reiter	FT Librarian I/Step 2	Youth & Family Services	09/30/19
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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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## Request for Leave of Absence

Vincent Catalano	Guard/\$21.79 hr.	Security	09/19/19 – 10/15/19
Anna Allacco	Page/\$12.00 hr.	Circulation – EN	10/12/19 – 10/26/19

Report approved by Board of Trustees

  
Secretary

**PERSONNEL REPORT**  
**ADDENDUM**  
Approval of the Following Personnel Matters  
September 19, 2019

**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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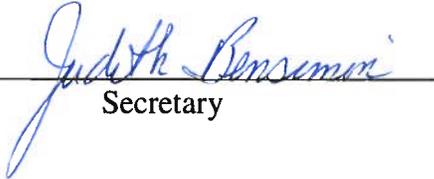
**E. Other**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**Requests for Leave of Absence**

Charles Sentowski	Guard/\$23.00	Security	09/30/19 – 10/14/19
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Report approved by Board of Trustees

  
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 Secretary



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## Whistleblower Policy

### Section 1. Purpose.

Trustees, directors, officers, employees and volunteers of the Northport-East Northport Public Library who in good faith report any action or suspected action taken by or within the library that is illegal, fraudulent or in violation of any adopted policy of the library shall not suffer intimidation, harassment, discrimination or other retaliation, or, in the case of employees, adverse employment consequence. The Board of Trustees recognizes that, in furtherance of this fundamental principle, there is a need for a whistleblower policy.

### Section 2. Definitions.

- (a) "Board" means the Board of Trustees of the Northport-East Northport Public Library.
- (b) "Library" means Northport-East Northport Public Library.
- (c) "Library officer or employee" means a paid or unpaid trustee, director, officer, employee or volunteer of the Northport-East Northport Public Library.
- (d) "Policy" means this whistleblower policy.

### Section 3. Applicability.

This whistleblower policy applies to the trustees, directors, officers, employees and volunteers of the Northport-East Northport Public Library any library officer or employee, and shall supersede any prior library whistleblower policy. The provisions of this policy shall apply in addition to all applicable State and local laws relating to whistleblowers including, but not limited to, Article 18 of the General Municipal Law and Section 715-b of the Not-For-Profit Corporation Law and all rules, regulations, policies and procedures of the Northport-East Northport Public Library.

### Section 4. Reporting Responsibility.

- (a) It shall be the policy of the Northport-East Northport Public Library that all trustees, directors, officers, employees and volunteers of the Northport-East Northport Public Library have any library officer or employee has a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the Northport-East Northport Public Library that is illegal, fraudulent or in violation of any policy of the Northport-East Northport Public Library, which the reporter has either actual knowledge of or has a reasonable good faith belief that same occurred.

#### X. Revision of Whistleblower Policy (Motion required)

Suspected or actual wrongful action(s) regarding ~~the Northport East Northport Public~~ Library finances and governance, include but are not limited to the following:

- (i) Incorrect financial reporting;
- (ii) Unlawful activity;
- (iii) Activities that are inconsistent with ~~the Northport East Northport Public~~ Library policies; and
- (iv) Activities which otherwise amount to serious improper conduct.

#### Section 5. Reporting and Investigation Procedure.

(a) The Board ~~of Trustees of the Northport East Northport Public Library~~ shall oversee the adoption, implementation ~~of~~, and compliance with this ~~Whistleblower~~ Policy.

(b) The Director of the ~~Northport East Northport Public~~ Library shall be responsible for administering the ~~Whistleblower~~ Policy, overseeing an investigation, and reporting to the Board ~~of Trustees~~. Any reporting of actual or suspected illegal or fraudulent activity or actual or suspected violations of any adopted library policy shall be made in writing to the Director of the ~~Northport East Northport Public~~ Library.

(c) With the exception of a person's report of his or her own violation, the reporter shall not be required to provide his or her name on a report. However, anonymous reports must include sufficient information, including but not limited to, the name of the person against whom the report is being made, the date of the incident, and a description of the incident, in order that an investigation can be conducted.

(d) If the investigation establishes that a violation of law, external regulation or ~~Northport East Northport Public~~ Library policy has occurred, then the Director shall determine the appropriate action based upon law and ~~Northport East Northport Public Library~~ Policy and make a recommendation to the Board. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or ~~Northport East Northport Public Library~~ Policy has occurred, then the Director shall report to the Board its findings and determination. The investigation is closed when the Director has deemed the investigation is complete and submitted a recommendation for a resolution and/or corrective action to the Board.

(e) The Director shall document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation, including the resolution and/or corrective action taken shall remain in the ~~Northport East Northport Public~~ Library's records.

#### Section 6. Confidentiality.

All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and prevent or correct suspected action(s). The Director shall disclose information relating to a report with those who have a need to know so that ~~he or she~~ they can conduct an effective investigation and determine the action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law

Adopted 12/20/14

Revised 09/19/19

enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

#### **Section 7. Distribution.**

(a) The Director of the ~~Northport East Northport Public~~ Library must promptly cause a copy of distributed this Policy, including any amendments to the policy, to be distributed to every person who is or becomes a trustee, director, officer, employee or volunteer of the ~~Northport East Northport Public~~ Library. Library officer or employee of the Library.

(b) Every ~~library trustee, director, officer, employee or volunteer~~ officer or employee of the Library who receives a copy of this Policy or an amendment to the Policy must acknowledge such receipt in writing. Such acknowledgments must be filed in the records of the ~~Northport East Northport Public~~ Library.

#### **~~Section 8. Effective date.~~**

~~This policy takes effect on March 1, 2015.~~



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## POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

Whereas the Northport-East Northport Public Library endorses the Code of Ethics of the American Library Association which **advises states** that, “We protect each user’s right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted” the Northport-East Northport Public Library adheres to the following Policy on Confidentiality of Library Records.

- The Northport-East Northport Public Library recognizes its circulation records and other records identifying **the names of** library users are confidential in nature and not subject to disclosure under the Freedom of Information Law.
- Such records shall not be made available to any persons, entity, agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
- The Library will resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.
- Upon receipt of such process, order, or subpoena, the Library Director will consult with the library’s legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance: if the process, order, or subpoena is not in proper form or if good cause has not been shown, **he/she will insist that** such defects **must** be cured **before any records are released.**

### Procedures:

- The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying **the names of** library users, will immediately refer the person making the request to the Library Director (or designee) who shall explain the Library’s policy on Confidentiality of Library Records.
- The Director, upon receipt of such process, order, or subpoena, shall consult with the library’s legal counsel to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
- ~~If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation or other library records shall ordinarily be in the form of subpoena “duces tecum” [bring your records] requiring the responsible officer to attend court or the taking of his/her deposition and may require him/her to bring along certain designated circulation or other specified records.)~~
- Any threats or unauthorized demands (i.e. those not supported by a process, order, or subpoena) concerning circulation and other records identifying **the names of** library users shall be reported to the library’s legal counsel.
- Any problems relating to the privacy of circulation and other records identifying **the names of** library users which are not provided for above shall be referred to the Library Director.



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## ANNUAL AUDIT POLICY

The Library Board of Trustees will retain the services of a certified public accountant who will provide advice and consultation, review the financial records, and perform an annual audit in accordance with **United States** generally accepted accounting principles and in conformity with the requirements of the New York State Department of Audit and Control.

A written **independent auditor's** report, including an opinion on the financial statements for the **fiscal year**, shall be ~~prepared~~ issued by the accountant at the **close closing** of the ~~fiscal year~~ audit. Following its receipt, this report shall be presented to the trustees at the Board meeting. ~~following its receipt.~~

XIV. Resolution to approve change order from Web Construction Corp.  
(Motion required)

**RESOLUTION**

**Whereas**, the Board of Trustees of the Northport-East Northport Public Library accepted the bid from Web Construction Corp. for the retaining wall project at the Northport Building at the meeting of May 30, 2019; and

**Whereas**, it has been determined that additional excavation, trenching, and site restoration is necessary for the relocation of the fiberoptic line as per the attached change order COR#001R from Web Construction Corp.; therefore

**Be it resolved** that the Board of Trustees of the Northport-East Northport Public Library approves expenditures for change order COR#001R from Web Construction in the amount of \$13,135.84



# WEB CONSTRUCTION CORP.

147 East 2nd Street Suite 201

Mineola, NY 11501

COR # 001R

Phone: 516-739-8398 Fax: 516-739-8691

Northport Library - Retaining wall replacement project

Re: Excavation, trenching and site patching for relocated fiberoptic line-With Conduits and changed routing

Beatty Harvey Coco Architects, LLP

## Proposal

July 12, 2019

### Description

The scope work is as follow:

Additional labor, material, services and equipment costs for the demolition and removal of site asphalt and pavers, excavation / trenching for the relocation of an existing fiberoptic line by others. Includes the restoration of up to (2) flags of concrete and asphalt paving across the driveway entrance apron and reinstalling the existing pavers. Also includes the addition of (3) 1" schedule 80 PVC conduits and pull strings.

The following is included:

Materials		Quantity	Unit price	Total price
1	RCA / Concrete / Asphalt Patch	1	LS \$ 2,200.00	\$ 2,200.00
2	1" Conduits and Fittings	1	LS \$ 1,200.00	\$ 1,200.00
				\$ 3,400.00

Labor		days	hours	men	rate	Total price
1	Laborers	2	8	5	\$ 93.10	\$ 7,448.00
2		0	0	0	\$ -	\$ -
3		0	0	0	\$ -	\$ -
						\$ 7,448.00

Sub Contractor Costs		Quantity	Unit	Total price
1		0	LS	\$ -
2		0	LS	\$ -
				\$ -

Equipment		Quantity	Unit	Total price
1		0	Day	\$ -
2		0	Day	\$ -
				\$ -
<b>sub total</b>				<b>\$ 10,848.00</b>

1	Bonds	0.03	\$	325.44	\$	325.44
2	Insurances	0.03	\$	335.20	\$	335.20
3	Overhead	0.1	\$	1,084.80	\$	1,084.80
4	Profit	0.05	\$	542.40	\$	542.40

### Cost

For the Sum of:

\$ 13,135.84

Very Truly Yours

Peter Bauer

*Peter Bauer*

July 12, 2019

Authorized Signature

Date

Print Name: Peter Bauer

Title: Project Manager