

NORTHPORT-EASTNORTHPORT PUBLIC LIBRARY  
REORGANIZATIONAL MEETING  
THURSDAY JULY 20, 2023

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Public Library Conference Room on Thursday July 20, 2023.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 9:36am. Also present were Margaret Hartough, Jacqueline Elsas, Michelle Glennon, Georganne White, Assistant Director Nancy Morcerf and Director James Olney.

II. ADOPTION OF THE AGENDA

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

III. OATH OF OFFICE

Andrew Martingale of Quateka Chimeri, PLLC, administered the Oath of Office to Trustee Michelle Glennon.

IV. REORGANIZATION OF BOARD

- A. Election of Chairperson, Vice Chairperson, Secretary, and Financial Secretary.  
Mrs Elsas moved to Elect Carolyn McQuade Chairperson, Margaret Hartough, Vice Chairperson, Michelle Glennon Secretary and Jacqueline Elsas Financial Secretary, seconded by Mrs. Glennon and unanimously carried.
- B. Selection of members of Personnel Committee  
Mrs. Glennon moved to select Mrs. Elsas and Ms. White to the Personnel Committee, seconded by Ms. White and unanimously carried.
- C. Selection of members of Capital Improvements Committee.  
Ms. White moved to select Mrs. Hartough and Mrs. Glennon to Capital Improvement Committee, seconded by Mrs. Hartough and unanimously carried.

V. APPOINTMENTS

- A. Mrs. Hartough moved to approve Andrew Martingale of Quateka Chimeri, PLLC as Library Attorney in/2024 fiscal year seconded by Mrs Elsas and unanimously carried.
- B. Mrs. Elsas moved to approve Philip DeDora as Library Treasurer for 2023/2024 fiscal year, seconded by Mrs. Glennon and unanimously carried.
- C. Mrs. Glennon moved to approve Bayside CPA PLLC to perform Annual Financial Audit for fiscal year 2023/2024, seconded by Ms. White and unanimously carried.
- D. Ms.White moved to approve Borg Insurance Agency & Associates, Inc to manage insurance program for fiscal year 2023/2024, seconded by Mrs. Hartough and unanimously carried.
- E. Mrs. Hartough moved to approve John Tanzi Architects for fiscal year 2023/2024, by Mrs. Elsas and unanimously carried.
- F. Mrs. Elsas moved to approve Frances M. Byrne Clerk of the 2024 Library Budget Vote, seconded by Mrs. Glennon and unanimously carried.

- G. Mrs. Glennon moved to approve James Olney as Records Access Officer for fiscal year 2023/2024, seconded by Ms. White and unanimously carried.
  - H. Ms. White moved to approve Nancy Morcerf as Records Management Officer 2023/2034, seconded by Mrs. Hartough and unanimously carried.  
Reorganizational
  - I. Mrs. Hartough moved to approve Barbara Dattolico as Recording Secretary to the Board of Trustees 2023/2024, seconded by Mrs. Elsas and unanimously carried.
  - J. Mrs. Elsas moved to approve Cristina Spinelli, CPA as Internal Auditor for fiscal 2023/2024, seconded by Mrs. Glennon and unanimously carried.
  - K. Mrs. Glennon moved to approve K. Alan Olita as Building Emergency Contact for 2023/2024, seconded by Ms. White and unanimously carried.
  - L. Ms. White moved to approve Charles Cornetta as Security Consultant for 2023/2024, seconded by Mrs. Hartough and unanimously carried.
- VI. APPROVAL OF USE OF FACSIMILE SIGNATURE  
Mrs. Hartough moved to approve Use of Facsimile Signature (see attached) seconded by Mrs. Elsas and unanimously carried.
- VII. DESIGNATION OF SIGNATORIES FOR GENERAL FUND II  
Mrs. Elsas moved to approve Designation of Signatories for General Fund II (see attached), seconded by Mrs. Glennon and unanimously carried.
- VIII. DESIGNATION OF PAYROLL CERTIFICATION OFFICER  
Mrs. Glennon moved to approve Designation of Payroll Certification Officer (see attached), seconded by Ms. White and unanimously carried.
- IX. APPROVAL OF PAYMENT OF WARRANTS WHEN A QUORUM OF THE BOARD IS UNAVAILABLE  
Ms. White moved to approve Payments of Warrants when a quorum of the Board is not available, (see attached) seconded by Mrs. Hartough and unanimously carried.
- X. APPROVAL OF SUPPLEMENTARY WARRANTS  
Mrs. Hartough moved to approve Supplementary Warrants (see attached), seconded by Mrs. Elsas and unanimously carried.
- XI. APPROVAL OF NORTHPORT EAST NORTHPORT PUBLIC LIBRARY INVESTMENT POLICY  
Mrs. Elsas moved to approve Northport-East Northport Public Library Investment Policy (see attached), seconded by Mrs. Glennon and unanimously carried.
- XII. APPROVAL OF FIXED ASSET ITEM WITHDRAWALS FOR FISCAL 2022/2023  
Mrs. Glennon moved to approve Fixed Items Withdrawal for Fiscal 2022/2023 (see attached), seconded by Ms. White and unanimously carried.
- XIII. REVIEW OF FUND BALANCE FUND.

Ms.White moved to approve Fund Balance Fund (see attached), seconded by Mrs. Hartough and unanimously carried.

XIV. APPROVAL OF TUESDAY APRIL 2, 2024 TO HOLD ANNUAL LIBRARY BUDGET VOTE AND TRUSTEE ELECTION

Mrs. Hartough moved to approve Tuesday April 2, 2024 to hold annual Library Budget Vote and Trustee election, seconded by Mrs. Elsas and unanimously carried.

XV. DESIGNATION OF THE OBSERVER AND/OR THE TIMES OF NORTHPORT AS THE OFFICIAL NEWSPAPERS FOR THE PUBLICATION OF LEGAL NOTICES.

Mrs. Elsas moved to approve The Observer and/or The Times of Northport as the official Newspapers for the publication of Legal Notices, seconded by Mrs. Glennon and unanimously carried.

XVI. AUTHORIZATION TO PUBLISH NOTICE OF THE ANNUAL FINANCIAL AUDIT FOR FISCAL 2022/2023

Mrs. Glennon moved to authorize publication notice of the Annual Financial Audit for fiscal 2022/2023, seconded by Ms. White and unanimously carried.

XVII. ADOPTION OF THE 2024 SCHEDULE OF HOLIDAY OPENINGS AND CLOSING

Ms. White moved to approve 2024 Schedule of Openings and Closings (see attached), seconded by Mrs. Hartough and unanimously carried.

XVIII. REVIEW OF PROCUREMENT GUIDELINES POLICY

Mrs. Hartough moved to approve Procurement Guidelines Policy (see attached), seconded by Mrs. Elsas and unanimously carried.

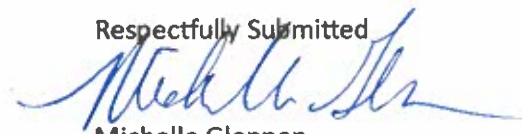
XIX. SCHEDULE OF 2023/2024 BOARD MEETINGS (DRAFT CALENDAR)

Mrs. Elsas moved to approve Schedule of 2023/2024 Board Meetings, (see attached) seconded by Mrs. Glennon and unanimously carried.

XX. ADJOURNMENT

Mrs. Glennon moved to adjourn meeting at 10:12am, seconded by Ms. White and unanimously carried.

Respectfully Submitted



Michelle Glennon  
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](http://www.nenpl.org)

Dear Board Member:

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, July 20, 2023 at 9:30 AM** followed by the Regular Monthly Meeting in the Board Conference Room of the Northport Public Library.

## ANNUAL REORGANIZATIONAL AGENDA

- I. Call to Order
- II. Adoption of Agenda (Motion required)
- III. Oath(s) of Office: Andrew Martingale to Michele Glennon, Trustee.
- IV. Reorganization of Board
  - A. Election of Chairperson, Vice-Chairperson, Secretary, and Financial Secretary (Motion required)
  - B. Selection of members of Personnel Committee
  - C. Selection of members of Capital Improvements Committee
- V. Appointments
  - A. Andrew Martingale of Quatela Chimeri, PLLC as Library Attorney for 2023/2024 fiscal year (Motion required)
  - B. Philip DeDora as Library Treasurer for 2023/2024 fiscal year (Motion required)
  - C. Bayside CPA PLLC to perform Annual Financial Audit for fiscal 2023/2024 (Motion required)
  - D. Borg Insurance Agency & Associates, Inc. to manage insurance program for fiscal 2023/2024 (Motion required)
  - E. John Tanzi Architects as Library Architects for fiscal 2023/2024 (Motion required)
  - F. Frances M. Byrne Clerk of the 2024 Library Budget Vote (Motion required)
  - G. James Olney as Records Access Officer 2023/2024 (Motion required)
  - H. Nancy Morcerf as Records Management Officer 2023/2024 (Motion required)
  - I. Barbara Dattolico as Recording Secretary to the Board of Trustees 2023/2024 (Motion required)
  - J. Cristina Spinelli, CPA, as Internal Auditor for fiscal 2023/2024 (Motion required)
  - K. F. Alan Olita as Building Emergency Contact for 2023/2024 (Motion required)
  - L. Charles Cornetta as Security Consultant for 2023/2024 (Motion required)
- VI. Approval of Use of Facsimile Signature (Motion required)
- VII. Designation of Signatories for General Fund II (Motion required)
- VIII. Designation of Payroll Certification Officer (Motion Required)
- IX. Approval of Payment of Warrants when a quorum of the Board is unavailable (Motion required)
- X. Approval of Supplementary Warrants (Motion required)

- XI. Approval of Northport-East Northport Public Library Investment Policy (Motion required)
- XII. Approval of Fixed Asset Item Withdrawals for fiscal 2022/2023 (Motion required)
- XIII. Review of Fund Balance Policy (Motion required)
- XIV. Approval of Tuesday, April 2, 2024, to hold Annual Library Vote and Trustee Election (Motion required)
- XV. Designation of The Observer and/or The Times of Northport as the official newspapers for the publication of Legal Notices (Motion required)
- XVI. Authorization to publish notice of the Annual Financial Audit for fiscal 2022/2023 (Motion required)
- XVII. Adoption of 2024 Schedule of Holiday Openings & Closings – Attached (Motion required)
- XVIII. Review of Procurement Guidelines Policy (Motion required)
- XIX. Schedule of 2023/2024 Board Meetings (Draft Calendar) (Motion required)
 

Thursday, August 17, 2023	10:00 AM	
Thursday, September 21, 2023	10:00 AM	
Thursday, October 19, 2023	10:00 AM	
Thursday, November 16, 2023	10:00 AM	
Thursday, December 21, 2023	10:00 AM	
Thursday, January 18, 2024	10:00 AM	
Thursday, February 15, 2024	10:00 AM	
Tuesday, March 19, 2024	5:30 PM	
Tuesday, March 19, 2024	7:30 PM	- Public Hearing
Tuesday, April 2, 2024	9AM - 9PM	- Library Vote & Trustee(s) Election
Thursday, April 18, 2024	10:00 AM	
Thursday, May 16, 2024	10:00 AM	
Thursday, June 20, 2024	10:00 AM	
Thursday, July 18, 2024	9:30 AM	Reorganizational Meeting
	11:00 AM	
- XX. Adjournment

**VI. Approval of Use of Facsimile Signature  
(Motion Required)**

Approval for the Board Financial Secretary, the Director, or the Assistant Director to use the facsimile signature plate and check signer. The care, custody, and control of the signature plate and key to the check signer shall be entrusted to the Board Financial Secretary, Director and/or Assistant Director.

**VII. Designation of Signatories for General Fund II  
(Motion Required)**

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  
(Motion required)**

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  
(Motion Required)**

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  
(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, 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. Insurances – Utica, NYSIF, NYSHIP, Standard Security, J.J. Stanis, Metlife, Brown & Brown
4. New York State Sales Tax
5. Bank card – WEX (Exxon/Mobil)
6. Copier Leases – US Bank Equipment Finance, Marlin Capital Solutions



# Northport-East Northport Public Library

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## NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY INVESTMENT POLICY

### 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.

Adopted 07/16/20  
Revised 11/19/20, 07/20/23  
Reviewed 07/15/21, 07/21/22

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, 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.	\$107,500,000.00
Flushing Bank	\$1,500,000.00
Hanover Bank	\$1,500,000.00

## **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 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.

# NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

FIXED ASSETS AS OF JUNE 30, 2023

## DELETIONS TO NORTHPORT AND EAST NORTHPORT

East Northport	\$4,224.00
Northport	\$1,029.20
<b>GRAND TOTAL</b>	<b>\$5,253.20</b>

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, 2022 THROUGH JUNE 30, 2023**  
**EAST NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
2303	Book Truck (J)	\$325.00	1/1/1994	Discard
2682	Range	\$699.00	1/1/1997	Discard
2834	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard
5840	HP CLJ 5525DN Printer with tray	\$2,706.00	7/2/2012	Discard
<b>TOTAL DELETIONS FROM EAST NORTHPORT \$4,224.00</b>				
1890	Table for fax (36x24)	\$185.00	1/1/1966	Discard
3063	Task Chair w/o arms	\$169.20	1/1/1998	Discard
3788	Community Bulletin Board	\$405.00	1/1/1998	Discard
5507	Book Truck 24"	\$270.00	8/28/2009	Discard

**TOTAL DELETIONS FROM NORTHPORT \$1,029.20**



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## NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY FUND BALANCE POLICY

The Board of Trustees recognizes that sound financial management principles require that sufficient funds be retained to provide a stable financial basis at all times. This policy is to enable realistic long-term planning and to assist with effective development of annual budgets.

The Library's Unassigned Fund Balance will be maintained to provide the Library with financial stability and a margin of safety to fund unanticipated contingent expenditures that may occur during the fiscal year. The Unassigned General Fund Balance used for these purposes may be appropriated only by resolution of the Board of Trustees. Any portion of Fund Balance may be applied or transferred for a specific purpose by formal action of the Board of Trustees. Amendments or modifications to the applied or transferred fund balance must also be approved by formal action of the Board of Trustees.

In compliance with GASB 54, *Fund Reporting and Governmental Fund Type Definitions*, governmental fund balance is reported in classifications that comprise of a hierarchy based on the extent to which the Library is bound to honor constraints on the specific purposes for which amounts can be spent. The classifications of fund balance are as follows:

*Nonspendable* represents amounts that cannot be spent because it is either 1) not in a spendable form, such as inventory or prepaid items; or 2) legally or contractually required to be maintained intact.

*Restricted* represents externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

*Committed* represents a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and requires the same level of formal action to remove the constraint. The Board of Trustees is the decision-making authority that can, by formal resolution prior to the end of the fiscal year, commit fund balance.

*Assigned* consists of amounts that are subject to purpose constraint that represents an intended use established by the government's highest level of decision-making authority, namely the Board of Trustees, through resolution. The purpose of the assignment must be narrower than the purpose of the general fund.

*Unassigned* represents the residual net resources in excess of the other classification.

When resources are available from multiple classifications, the Library spends funds in the following order: restricted, committed, assigned, unassigned.

This policy shall be reviewed annually by the Board of Trustees of the Library at its reorganizational meeting or as soon thereafter as reasonably practicable.

Adopted 07/17/14

Reviewed 07/16/20, 07/15/21, 07/21/22, 07/20/23

**XVII. Adoption of 2024 Schedule of Holiday Openings & Closings**  
(Motion required)

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**2024 SCHEDULE OF HOLIDAY & SPECIAL CLOSINGS**

January 1, 2024	Monday	New Year's Day	Close all day
January 15, 2024	Monday	Martin Luther King Jr. Day	Close all day
February 19, 2024	Monday	Presidents' Day	Close all day
March 31, 2024	Sunday	Easter Sunday	Close all day
May 12, 2024	Sunday	Mother's Day	Close all day
May 26, 2024	Sunday	Memorial Day Weekend	Close all day
May 27, 2024	Monday	Memorial Day	Close all day
June 16, 2024	Sunday	Begin Sunday closings	Close all day
June 19, 2024	Wednesday	Juneteenth	Close all day
July 4, 2024	Thursday	Independence Day	Close all day
September 2, 2024	Monday	Labor Day	Close all day
October 6, 2024	Sunday	Resume Sunday Openings	Open 1 - 5
October 14, 2024	Monday	Columbus Day	Close all day
November 11, 2024	Monday	Veterans' Day	Close all day
November 27, 2024	Wednesday	Thanksgiving Eve	Close at 5 PM
November 28, 2024	Thursday	Thanksgiving	Close all day
December 24, 2024	Tuesday	Christmas Eve Day	Close all day
December 25, 2024	Wednesday	Christmas Day	Close all day
December 31, 2024	Tuesday	New Year's Eve	Close all day

# NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

## PROCUREMENT GUIDELINES POLICY

1. A. Every prospective purchase of goods must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

B. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and secondhand purchases from another government entity. Any questions regarding the applicability of any of these exceptions should be referred to Library counsel.

C. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This document may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals (RFP), written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.

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

<b><u>Estimated Amount of Purchase Contract</u></b>	<b><u>Method</u></b>
\$0.00 to \$2,000.00	No quotes required
\$2,000.00 to \$5,000.00	Two verbal quotes
\$5,000.00 to \$10,000.00	Verbal request for the goods and written/fax quotes from two vendors
\$10,000.00 to \$20,000.00	A written request (RFP) and written/fax quotes from three vendors.

**Estimated Amount of Public Works Contracts**

**Method**

\$0.00 to \$5,000.00

No quotes required

\$5,000.00 to \$10,000.00

Two verbal quotes

\$10,000.00 to \$20,000.00

Written RFP and written/fax proposals from two contractors

\$20,000.00 to \$35,000.00

Written RFP and written/fax proposals from three contractors.

B. Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

C. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to procurement.

D. All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Library and its taxpayers to make an award to other than the low proposer. If a proposer is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.

Among the relevant factors to be considered are the following:

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

5. Pursuant to General Municipal Law Section 104-b(2)(f) the solicitation of alternative proposals or quotations will not be required in the best interest of the municipality in the following circumstances:

A. Professional services or services requiring special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment integrity, and moral worth. In determining whether a service shall fit into this category, the Board of Trustees shall take into consideration the following guidelines:

- (a) Whether the services are subject to state licensing or testing requirements;
- (b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- (c) Whether the services require a personal relationship between the individual and municipal officials.

Professional and technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of municipally-owned property; and computer software or programming services for customized programs or services in substantial modification and customizing of prepackaged software.

B. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten life, health, safety, or welfare of the residents. This section does not preclude alternate proposals if time permits.

C. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Library is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually contained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

D. Goods under \$2,000.00 and public works contracts for less than \$5,000.00. The time and documentation required to purchase through this policy may be more costly than the item itself and, therefore, not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

E. Sole source suppliers. Competitive bidding is not required in those limited situations when there is only one possible source from which to procure goods or services such

as in the case of certain patented goods or services or public utility services. In making a sole source determination the purchaser should document among other things the unique benefits of the item to be purchased or service to be rendered and that no other item or service is substantially equivalent and that there is no possibility of competition for the good to be purchased or service to be rendered.

6. No purchase of goods or services shall be made from any vendor in which elected officials of the library, i.e. the Board of Trustees, or the library administration, i.e., the Library Director and/or Assistant Library Director, hold a full or partial interest.

7. No portion of this resolution shall be construed as preventing the competitive bidding of purchase contracts under \$20,000.00 or public works projects under \$35,000.00, if so desired.

8. This policy shall be reviewed annually by the Board of Trustees of the Library at its reorganizational meeting or as soon thereafter as reasonably practicable.

Adopted 04/1992  
Revised 07/2007, 12/2010  
Reviewed 07/2019, 07/2020, 07/2021, 07/2022, 07/2023

## Schedule of 2023/2024 Board Meetings

Thursday, August 17, 2023	10:00 AM	
Thursday, September 21, 2023	10:00 AM	
Thursday, October 19, 2023	10:00 AM	
Thursday, November 16, 2023	10:00 AM	
Thursday, December 21, 2023	10:00 AM	
Thursday, January 18, 2024	10:00 AM	
Thursday, February 15, 2024	10:00 AM	
Tuesday, March 19, 2024	5:30 PM	
Tuesday, March 19, 2024	7:30 PM	Public Hearing
Tuesday, April 2, 2024	9:00 AM to 9:00 PM	Library Vote & Election of Trustee(s)
Thursday, April 18, 2024	10:00 AM	
Thursday, May 16, 2024	10:00 AM	
Thursday, June 20, 2024	10:00 AM	
Thursday, July 18, 2024	9:30 AM 11:00 AM	Reorganizational Meeting