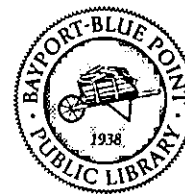


# Bayport - Blue Point Public Library

186 Middle Road, Blue Point, New York 11715 • Phone (631) 363-6133 Fax (631) 868-3520



A regular meeting of the Board of Trustees of the Bayport-Blue Point Public Library will be held on **Tuesday, April 5, 2022 at 8:00pm** in the Library.

## AGENDA

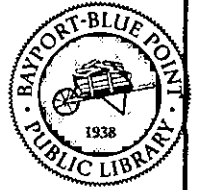
- I. Open Meeting
- II. Pledge of Allegiance
- III. Public comment
- IV. Approval of the minutes
- V. Correspondence
  
- VI. Financial Report
- VII. Warrant 'Schedule of Claims' & Payroll
- VIII. Personnel Report
  
- IX. Director's Report
  
- X. Committee Reports
  
- XI. Old Business
  
- XII. New Business
  
- XIII. Public comment
- XIV. Executive Session
- XV. Adjournment

**You can also dial in using your phone.**  
United States (Toll Free): 1 877 309 2073  
Access Code: 766-574-485

Next meeting Wednesday, May 11, 2022 7:00 PM

# Bayport - Blue Point Public Library

186 Middle Road, Blue Point, New York 11715 • Phone (631) 363-6133 Fax (631) 868-3520



## REGULAR MEETING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES

3/9/2022

### I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:01 p.m. Present were Trustee Devine, Trustee Heineman (Phone in), Trustee McAward, Trustee Adams, Trustee Kennedy-Smith, Director Mike Firestone and Linda McCrosson to take minutes..

### II. APPROVAL OF MINUTES

Trustee Kennedy-Smith made a motion, seconded by Trustee Adams to accept the minutes of the February 9, 2022 regular Meeting of the Board of Trustees; approved by all.

### III. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee McAward, seconded by Trustee Adams to approve the **Bank Reconciliation & Financial Reports** dated January 2022; approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee Heineman to approve the **Bank Reconciliation & Financial Reports for Capital Fund** dated January 2022; approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward, to approve the Operating Fund Schedule of Claims dated 3/09/2022 (**Check Detail Report**); approved by all.

Motion made by Trustee Heineman, seconded by Trustee Kennedy-Smith, to approve the Capital Fund Schedule of claims dated 3/09/2022 (**Check Detail Report**); approved by all.

Motion made by Trustee Adams, seconded by Trustee Kennedy-Smith, to approve the listed prepaids, as presented, that were paid since last board meeting dated February 10, 2022 through March 8, 2022. (Checks between meetings); approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee Adams, to approve the Payroll Reports dated 2/17/202 and 3/3/2022; approved by all.

Motion made by Trustee McAward, seconded by Trustee Heineman to approve the invoices to Maccarone for \$1234.01 (C.O. #15), PGA Mechanical for a total of \$43,254.15 (4 C.O.'s 4A,5,5A, 7); approved by all.

### IV. PERSONNEL REPORT

Motion made by Trustee McAward, seconded by Trustee Heineman to approve the CS-150 reports dated 1/20/2022, 2/10/2022,2/15/2022 and 3/7/2022 as presented; approved by all present.

### V. DIRECTOR'S REPORT

### VI. UNFINISHED BUSINESS

### VII. NEW BUSINESS

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to approve the 2021 Annual Report as presented, approved by all.

Motion made by Trustee Adams, seconded by Trustee Heineman to adopt the 2022-20233 Annual Budget as presented, approved by all.

Motion made by Trustee Heineman, seconded by Trustee Adams, to approve the 2020-2021 Annual Audit as presented approved by all.

Motion made by Trustee Adams, seconded by Trustee McAward to enter executive session at 7:40 p.m., approved by all.

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to exit executive session at 7:53 p.m., approved by all.

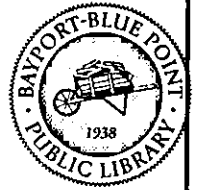
### X. ADJOURNMENT

Motion made by Trustee Adams, seconded by Trustee Kennedy-Smith, to adjourn the meeting at 7:54 p.m.; approved by all.

Respectfully submitted,  
Michael Firestone

# Bayport - Blue Point Public Library

186 Middle Road, Blue Point, New York 11715 · Phone (631) 363-6133 Fax (631) 868-3520



## BUDGET HEARING OF BAYPORT BLUE POINT PUBLIC LIBRARY BOARD OF TRUSTEES 3/23/2022

### I. CALL TO ORDER

Trustee Devine called the meeting to order at 7:02 p.m. Present were Trustee Devine, Trustee McAward, Trustee Adams, Trustee Kennedy-Smith, Director Mike Firestone and Linda McCrosson to take minutes.

### II. FINANCIAL REPORTS & SCHEDULE OF CLAIMS

Motion made by Trustee Adams, seconded by Trustee Kenney-Smith to approve the check detail report dated March 23, 2022; approved by all present.

### III. Executive Session and Personnel Matters

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward, to enter into executive session for personnel matters at 7:15 p.m.; approved by all present.

Motion made by Trustee Adams, seconded by Trustee McAward to approve a stipend of \$5,000.00 for Ryan O'Rourke in recognition of his outstanding work during the building renovation project; approved by all present.

Motion made by Trustee Kennedy-Smith, seconded by Trustee McAward to exit executive session at 7:25 p.m.; approved by all present.

### IV. ADJOURNMENT

Motion made by Trustee McAward, seconded by Trustee Adams, to adjourn the meeting at 7:29 p.m.; approved by all present.

Respectfully submitted,  
Michael Firestone

**BAYPORT-BLUE POINT PUBLIC LIBRARY  
203 BLUE POINT AVE  
BLUE POINT, N.Y. 11715  
(631)363-6133**

**BANK RECONCILIATION FOR FEBRUARY 2022**

**PEOPLE'S UNITED CHECKING GENERAL FUND**

February 1, 2022	<b><u>BALANCE PER LIBRARY BOOKS:</u></b>	
	BALANCE PER LIBRARY BOOKS:	\$615,095.44
	RECEIPTS:	
	TAX REVENUE	402,634.84
	E-RATE/OTHER REIMBURSEMENTS	6,597.84
	ADULT PROGRAMS	1,683.14
	JUVENILE PROGRAMS	562.84
	CAFÉ RENT	400.00
	PASSPORT FEES	348.99
	BOOK SALES	194.60
	DONATION HELD FOR FRIENDS	191.80
	FINES	97.87
	INTEREST	45.46
	COPIER	23.95
	LIBRARY BAGS	15.00
	FAX	2.00
		<u>412,798.33</u>
	TOTAL(Book Balance + Receipts)	1,027,893.77
	LESS: FEBRUARY DISBURSEMENTS	<u>241,148.78</u>
February 28, 2022	<b>BALANCE PER LIBRARY BOOKS:</b>	<b><u><u>\$786,744.99</u></u></b>
February 28, 2022	<b><u>BALANCE PER BANK:</u></b>	
	BALANCE PER BANK:	\$803,617.32
	FEB FINES DEPOSITED IN MAR	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	803,617.32
	LESS: FEBRUARY OUTSTANDING CHECKS	<u>16,872.33</u>
February 28, 2022	<b>BALANCE PER BANK:</b>	<b><u><u>\$786,744.99</u></u></b>

BAYPORT-BLUE POINT PUBLIC LIBRARY  
203 BLUE POINT AVE  
BLUE POINT, N.Y. 11715  
(631)363-6133

BANK RECONCILIATION FOR FEBRUARY 2022

SAVINGS ACCOUNT FLUSHING BANK

February 1, 2022	<b><u>BEGINNING BALANCE:</u></b>		
	BALANCE FLUSHING BANK	\$462,342.55	
		<hr/>	
	TOTAL BALANCE PER STATEMENTS		\$462,342.55
	<b><u>DEPOSITS/TRANSFERS:</u></b>		
	ADD: TRANSFER	0.00	
		<hr/>	
	TOTAL ADDITIONS		0.00
	<b><u>WITHDRAWALS/CHARGES:</u></b>		
	SUB:	0.00	
		<hr/>	
	TOTAL SUBTRACTIONS		0.00
	<b><u>INTEREST:</u></b>		
	ADD: INTEREST INCOME	17.73	
		<hr/>	
	TOTAL INTEREST INCOME		17.73
February 28, 2022	<b><u>ENDING BALANCE:</u></b>		
	BALANCE FLUSHING BANK	\$462,360.28	
		<hr/>	
	TOTAL BALANCE PER STATEMENTS		<u>\$462,360.28</u>

BAYPORT-BLUE POINT PUBLIC LIBRARY  
203 BLUE POINT AVE  
BLUE POINT, N.Y. 11715  
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BANK RECONCILIATION FOR FEBRUARY 2022

PEOPLE'S UNITED CHECKING CAPITAL ACCOUNT

February 1, 2022	<b><u>BALANCE PER LIBRARY BOOKS:</u></b>	
	BALANCE PER LIBRARY BOOKS:	\$937,093.05
	RECEIPTS:	
	REFUNDS	5,362.09
	INTEREST	51.74
		<u>5,413.83</u>
	TOTAL(Book Balance + Receipts)	942,506.88
	LESS: FEBRUARY DISBURSEMENTS	<u>297,934.30</u>
February 28, 2022	<b>BALANCE PER LIBRARY BOOKS:</b>	<u><u>\$644,572.58</u></u>
February 28, 2022	<b><u>BALANCE PER BANK:</u></b>	
	BALANCE PER BANK:	\$644,572.58
	FEB INCOME DEPOSITED IN MAR	<u>0.00</u>
	TOTAL(Bank Bal + O/S deposits)	644,572.58
	LESS: FEBRUARY OUTSTANDING CHECKS	<u>0.00</u>
February 28, 2022	<b>BALANCE PER BANK:</b>	<u><u>\$644,572.58</u></u>

**Payroll Liability**

<b>Total Cash Required</b>		<b>\$52,264.23</b>
Debit for Checks (Net Pay)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$4,516.32
Debit for FSDD (Full Service Direct Deposit)	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$33,669.87
Debit for Taxes	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$13,654.03
Debit for Pay-by-Pay	Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740	\$424.01
Total cash required for Peoples United Bank, Routing/Transit no. (ABA) 221172186, Bank account no. XXXXXX2740		\$52,264.23

**Important Note**  
Your cash required total does not include your fees for service. The invoice with the details of your fees will be sent the Monday after you process your payroll with the debit from your account occurring 3 banking days later.

## Payroll Liability

**PAY FREQUENCY:**  Biweekly

**Net Pay**

Checks	4,516.32	
Subtotal Net Pay		4,516.32
Total Net Pay Liability (Net Cash)		4,516.32

Taxes	Agency	Rate	Deposit Responsibility Client		Deposit Responsibility ADP		
			EE withheld	ER contrib	EE withheld	ER contrib	
Federal	Federal Income Tax				4,148.36		4,148.36
	Social Security				3,065.95	3,065.94	6,131.89
	Medicare				717.02	717.08	1,434.10
	Subtotal Federal				7,931.33	3,783.02	11,714.35
State	NY State Income Tax				1,939.68		
	Subtotal NY				1,939.68		1,939.68
	Total Taxes				9,871.01	3,783.02	13,654.03

Other Transfers	Full Service Direct Deposit (FSDD)	33,669.87	44 Employee Transactions
	Pay-by-Pay Insurance	424.01	

Total Biweekly Pay Frequency	
Total Direct Deposit (FSDD)	\$33,669.87
Total Pay-by-Pay Insurance	\$424.01
Total Taxes	\$13,654.03
Total Amount ADP Debited from your Account(s)	\$47,747.91

Total For 3/31/2022 - Payroll 1	
Total Direct Deposit (FSDD)	\$33,669.87
Total Pay-by-Pay Insurance	\$424.01
Total Taxes	\$13,654.03
Total Amount ADP Debited from your Account(s)	\$47,747.91



**REPORT OF PERSONNEL CHANGES**  
**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

DATE PREPARED

**JURISDICTION:** Bayport-Blue Point Public Library

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL # <small>(Please double space)</small>	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	IF PART TIME INCLUDE: # OF HOURS PER WEEK AND PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OF NAME OF PREVIOUS INCUMBENT
CC/APT	Costa, Daniel		Network and Systems Administrator	\$33.07/hr	Max 17 1/2 hrs/wk	3-12-2022	24-1162-51 DS # 22-00007

**INSTRUCTIONS:**

1. REMOVE THREE COPIES OF THIS FORM (WHITE, YELLOW, AND PINK) FROM PAD BEFORE FILLING OUT.
2. COMPLETE THIS FORM IN TRIPPLICATE, CARBON PAPER IS NOT REQUIRED.
3. FOLLOW ALL THE ADDITIONAL INSTRUCTIONS ON THE REVERSE OF THIS FORM.
4. SEND IN WHITE AND YELLOW COPIES. RETAIN PINK FOR YOUR RECORDS.

- DID YOU:**
1. Submit a Duties Statement for all new positions or when refilling those for which Duties Statement is over five years old?
  2. Request and canvass an eligible list for all competitive positions?
  3. Submit Application for Employment (CS-205) on all provisional, temporary and non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application?
  4. Submit a personnel change on the PREVIOUS INCUMBENT shown above?

CONSULT YOUR COPY OF THE SUFFOLK COUNTY CIVIL SERVICE RULES FOR A LISTING OF TITLES ASSIGNED TO THE UNCLASSIFIED, EXEMPT, NON-COMPETITIVE, AND LABOR CLASSES FOR YOUR TYPE OF JURISDICTION. (ALL TITLES NOT LISTED ARE IN THE COMPETITIVE CLASS.)

The above changes are hereby certified as being in accordance with Civil Service Requirements.



Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

**REPORT OF PERSONNEL CHANGES**  
**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

DATE PREPARED

3-17-22

**JURISDICTION:** Bayport-Blue Point Public Library

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL # (Please double space)	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	IF PART TIME INCLUDE: # OF HOURS PER WEEK AND PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT OR NAME OF PREVIOUS INCUMBENT
RE/APT	Manthos-Gomez, Gabrielle		Librarian Trainee	\$27.00/hr	Max 17 1/2 hrs/wk	3-18-22	20-01821 24-1162-127
RE/APT	Pernice, Julie		Librarian I (Children's Services)	\$28.81/hr	Max 17 1/2 hrs/wk	3-18-22	18-01721 24-1162-155

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*Mill Let*

Signature of Appointing Authority

APPROVED

APPROVED AS NOTED

DISAPPROVED

**REPORT OF PERSONNEL CHANGES**  
**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

DATE PREPARED  
**3-17-22**

**JURISDICTION:** Bayport-Blue Point Public Library

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL # (Please double space)	SOCIAL SECURITY # MUST BE INCLUDED	TITLE	SALARY	IF PART TIME INCLUDE: # OF HOURS PER WEEK AND PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
APT	Harrison, Valerie		Librarian Trainee	\$24/hr	Max 17 1/2 hrs/wk	2/15/2021	20 - 01821 24 - 1162 - 137

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APPROVED

APPROVED AS NOTED

DISAPPROVED

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