

**MINUTES
REORGANIZATION MEETING
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
January 3, 2013**

A reorganization meeting of the Board of Trustees of the Smithtown Special Library District was held at the Nesconset Branch of the Smithtown Library in Nesconset, New York on the 3rd day of January, 2013 at 3:30 p.m. (Note: meeting time was rescheduled from 12:00 noon to 3:30 p.m.)

The oath of office was administered to newly elected Trustee Suzanne Mohr prior to the meeting by Library District Clerk Linda Taurassi.

The following trustees were present and participating at the meeting: Eric J. Johansson, Judy Marlow-Ratway, Suzanne Mohr, Anthony J. Monteleone, Otis Thornhill and Joseph Vallone. John C. Martins was absent with prior notice.

Also in attendance were Library Director Robert Lusak, Assistant Library Director Sue McManus, Treasurer Joanne T. Grove and Clerk Linda Taurassi.

Linda Taurassi, Clerk of the District, acted as Secretary of the meeting.

1. NOMINATION AND ELECTION OF OFFICERS

- a. Trustee Joseph Vallone asked for nominations for the office of President.
 - i. Trustee Judy Marlow-Ratway nominated Trustee Anthony Monteleone for the office of President. The motion was seconded by Trustee Suzanne Mohr.

There were no other nominations for the office of President. The nomination for President resulted in the following vote:

MONTELEONE: FOR—Johansson, Marlow-Ratway, Mohr, Monteleone, Thornhill, Vallone;
AGAINST—none.

- b. Trustee Joseph Vallone asked for nominations for the office of Vice-President.
 - i. Trustee Anthony Monteleone nominated Trustee Joseph Vallone for the office of Vice-President. The motion was seconded by Trustee Judy Marlow-Ratway.

There were no other nominations for the office of Vice-President. The nomination for Vice-President resulted in the following vote:

VALLONE: FOR—Johansson, Marlow-Ratway, Mohr, Monteleone, Thornhill, Vallone;
AGAINST—none.

2. APPOINTMENT OF CLERK

Trustee Anthony Monteleone moved the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby extend the appointment of Linda Taurassi to serve as Clerk for a period of one year, upon such compensation and terms as presently in effect.

The motion was seconded by Trustee Judy Marlow-Ratway and adopted by a vote of 6-0.

3. APPOINTMENT OF TREASURER

Trustee Anthony Monteleone moved the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby extend the appointment of Joanne T. Grove, to serve as Treasurer for a period of one year, upon such terms as presently in effect.

The motion was seconded by Trustee Otis Thornhill and adopted by a vote of 6-0.

4. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL CLERK

Trustee Anthony Monteleone moved the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby appoint Library Director Robert Lusak as financial clerk in accordance with the Library's Financial Management Policy (Section 900-10).

The motion was seconded by Trustee Judy Marlow-Ratway and adopted by a vote of 6-0.

5. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

a. Trustee Otis Thornhill moved the following resolution:

RESOLVED: That the Treasurer is hereby authorized to deposit moneys in the depositories set forth hereinafter, in accordance with the Library's Investment Policy (Section 900-40) provided that the total amount deposited in any one of the depositories shall not exceed \$13,000,000.00; with the exception of those bond proceeds invested under DASNY, Section 7 of the Investment Policy.

<i>Bank of America</i>	<i>Citibank</i>
<i>Bank of New York</i>	<i>HSBC</i>
<i>Capital One Bank</i>	<i>New York Commercial Bank</i>
<i>J.P. Morgan Chase Bank</i>	<i>TD Bank</i>

The motion was seconded by Trustee Anthony Monteleone and adopted as amended by a vote of 6-0.

b. Trustee Otis Thornhill moved the following resolution:

RESOLVED: That the Treasurer is hereby authorized to establish a petty cash fund in accordance with the Library's Financial Management Policy (Section 900-10) in the total amount of \$622.00 and to maintain a petty cash checking account not to exceed \$1,000.00.

The motion was seconded by Trustee Anthony Monteleone and adopted by a vote of 6-0.

6. AFFIRMATION OF PROCUREMENT POLICY

Trustee Eric Johansson moved the following resolution:

RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby affirm the Library's Procurement Policy (Section 900-30).*

The motion was seconded by Trustee Otis Thornhill and adopted by a vote of 6-0.

7. AFFIRMATION OF INVESTMENT POLICY

Trustee Otis Thornhill moved the following resolution:

RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby affirm the Library's Investment Policy (section 900-40).*

The motion was seconded by Trustee Judy Marlow-Ratway and adopted by a vote of 6-0.

8. APPOINTMENT OF LEGAL PROFESSIONALS

- a. There was discussion regarding the appointment of the Joseph P. Price Agency; the item was postponed until later in the meeting pending further information from the Treasurer.

- b. Trustee Eric Johansson moved the following resolution:

RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby confirm the appointment of Labor Attorney Ernest R. Stolzer, of Bond, Schoeneck & King, PLLC, to represent the Smithtown Special Library District at a rate of \$235.00 per hour, for the purpose of contract negotiations and legal counsel pertaining to employee matters.*

The motion was seconded by Trustee Judy Marlow-Ratway and adopted by a vote of 6-0.

- c. Trustee Judy Marlow-Ratway moved the following resolution:

RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby confirm the appointment of attorney Kevin A. Seaman for the purpose of providing legal services for the Smithtown Special Library District at a rate of \$225.00 per hour.*

The motion was seconded by Trustee Anthony Monteleone and adopted by a vote of 6-0.

NOTE: at this point in the meeting Anthony Monteleone took over as Chairman of the meeting.

9. APPOINTMENT OF ACCOUNTING FIRMS

- a. Trustee Otis Thornhill moved the following resolution:

RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby approve the services of Baldessari & Coster to provide audit and related services, in accordance with generally accepted accounting principles and GASB No. 45, to the Smithtown Special Library District, for the fiscal year beginning January 1, 2012 and ending December 31, 2012 at a fee not to exceed \$16,500.00, per submitted proposal.*

The motion was seconded by Trustee Joseph Vallone and adopted by a vote of 6-0.

b. Trustee Suzanne Mohr moved the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby approve the services of Cullen & Danowski, LLP to provide 2013 accounting services for the Smithtown Special Library District, at a fee not to exceed \$34,000.00.

The motion was seconded by Trustee Judy Marlow-Ratway and adopted by a vote of 6-0.

10. APPOINTMENT OF DISTRICT NEWSPAPERS FOR PUBLIC NOTICES OF MEETINGS

Trustee Judy Marlow-Ratway moved the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby approve that the following district newspapers be utilized for public notice of meetings under the Open Meetings Law:

- | | |
|-------------------------------|---|
| <i>i. Smithtown Messenger</i> | <i>iv. www.Patch.com (online publication)</i> |
| <i>ii. Times of Smithtown</i> | <i>v. www.SmithtownMatters.com (online publication)</i> |
| <i>iii. Smithtown News</i> | |

The motion was seconded by Trustee Otis Thornhill and adopted by a vote of 6-0.

11. Trustee Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held at the Smithtown main building on January 15, 2013.

12. After additional information was received from Treasurer Joanne Grove, Trustee Otis Thornhill moved the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby renew a contract for 2013 with the Joseph P. Price Agency for the purpose of providing the following insurance: property and liability, employee dishonesty, business automobile, umbrella, Treasurer's Bond and Worker's Compensation at a cost not to exceed \$136,500.00. (Note: although the Builder's Risk Policy has been discontinued, general liability has increased due to the increased square footage of our expanded buildings; in addition, it is anticipated there will be no Worker's Compensation rebate in 2013 due to the number of Worker's Compensation cases in 2012).

The motion was seconded by Trustee Anthony Monteleone and adopted by a vote of 6-0.

13. Trustee Anthony Monteleone, in his capacity as President, appointed the following committees:

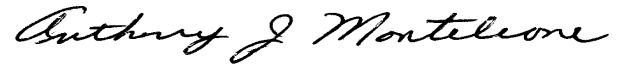
- Buildings and Grounds Committee – Joseph Vallone, Chairperson
- Communications Committee – Judy Marlow Ratway, Chairperson
- Personnel Committee – Otis Thornhill, Chairperson
- Budget and Finance Committee – Suzanne Mohr, Chairperson

ADJOURNMENT

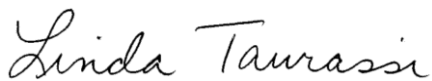
14. There being no further business, upon a motion by Trustee Otis Thornhill, seconded by Trustee Judy Marlow-Ratway, and adopted by a vote of 6-0, the meeting adjourned at 4:13 p.m.

Linda Taurassi
Secretary

Minutes approved this 15th day of January, 2013



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk