

**MINUTES
ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
January 5, 2015**

An annual organizational meeting of the Board of Trustees of the Smithtown Library was held at the Nesconset Branch of the Smithtown Library in Nesconset, New York on the 5th day of January, 2015 at 3:00 p.m.

The oath of office was administered immediately prior to the meeting by Library District Clerk Linda Taurassi to returning Trustee Otis Thornhill and newly-elected Trustee Rudy Zientarski.

The following trustees were present and participating at the meeting: Gerard J. Cairns, John C. Martins, Suzanne Mohr, Diana Schilling-Held, Otis M. Thornhill, Joseph Vallone and Rudy Zientarski.

Also in attendance were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Business Manager Amy Scholl and Clerk Linda Taurassi. Assistant Library Director Sue McManus was absent with prior notice.

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 Gerard Cairns nominated Trustee John Martins for the office of President. The motion was seconded by Trustee Diana Schilling-Held.
 - ii. Trustee Joseph Vallone nominated Trustee Otis Thornhill for the office of President. The motion was seconded by Trustee Diana Schilling-Held.

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

MARTINS: FOR—Cairns, Martins, Mohr, Schilling-Held, Zientarski ; AGAINST—none
THORNHILL: For—Vallone, Thornhill; AGAINST—none

- b. Trustee Joseph Vallone asked for nominations for the office of Vice-President.
 - i. Trustee Gerard Cairns nominated Trustee Otis Thornhill for the office of Vice-President. The motion was seconded by Trustee Diana Schilling-Held.

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

THORNHILL: FOR—Cairns, Mohr, Martins, Schilling-Held, Vallone, Zientarski;
AGAINST—none

2. APPOINTMENT OF CLERK

Library Board President John Martins moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Library 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, as per board resolution dated December 16, 2014.

Upon a motion by Trustee Otis Thornhill, and adopted by a unanimous 7-0 vote, the motion was tabled to the Special Board meeting held immediately following the organizational meeting.

3. APPOINTMENT OF TREASURER

Trustee Joseph Vallone moved adoption of the following resolution:

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

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

4. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL CLERK

Trustee Suzanne Mohr moved adoption of the following resolution:

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

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 7-0 vote.

5. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

Trustee Gerard Cairns moved adoption of resolution "a":

- a. *RESOLVED: That the Treasurer is hereby authorized to establish a petty cash fund and exchange boxes in the total amount of \$1,172.00.*

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

Trustee Otis Thornhill moved adoption of resolution "b":

- b. *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 \$12,000,000.00:*

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

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 7-0 vote.

6. AFFIRMATION OF PROCUREMENT POLICY

Trustee Gerard Cairns moved adoption of the following resolution:

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

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

7. AFFIRMATION OF INVESTMENT POLICY

Trustee Suzanne Mohr moved adoption of the following resolution:

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

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

8. APPOINTMENT OF LEGAL PROFESSIONALS

Trustee Joseph Vallone moved adoption of resolution "a":

- a. *RESOLVED: That the Board of Trustees of the Smithtown Library does hereby renew a contract with the Joseph P. Price Agency for 2015 for the purpose of providing property and liability insurance, business, automobile, umbrella, Treasurer's Bond, and Worker's Compensation coverage.*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 7-0 vote.

Trustee Gerard Cairns moved adoption of resolution "b":

- b. *RESOLVED: That the Board of Trustees of the Smithtown Library does hereby confirm the appointment of labor attorney Ernest R. Stolzer, of Bond, Schoeneck & King, PLLC, to represent the Smithtown Library effective January 1, 2015 through December 31, 2015, at a rate not to exceed \$250.00 per hour, for the purpose of contract negotiations and legal counsel pertaining to employee matters.*

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

Trustee Gerard Cairns moved adoption of resolution "c":

- c. *RESOLVED: That the Board of Trustees of the Smithtown Library does hereby confirm that attorney Kevin A. Seaman be retained as General Counsel and Legal Advisor to the Smithtown Library effective January 1, 2015 through December 31, 2015 at an annual retainer amount of \$20,500.00 pursuant to the terms of a Letter of Engagement.*

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

9. APPOINTMENT OF ACCOUNTING FIRMS

Trustee Joseph Vallone moved adoption of the following resolution:

RESOLVED: *That the Board of Trustees of the Smithtown Library does hereby approve the services of Baldessari & Coster to prepare financial statements and Federal Form 990 and to provide audit and related services, in accordance with generally accepted accounting principles and GASB No. 45, to the Smithtown Library, for the fiscal year beginning January 1, 2015 and ending December 31, 2015 at a fee not to exceed \$21,500.00, as per submitted proposal.*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 7-0 vote.

10. APPOINTMENT OF DISTRICT NEWSPAPERS FOR PUBLIC NOTICES OF MEETINGS

Trustee Suzanne Mohr moved adoption of the following resolution:

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

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

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 7-0 vote.

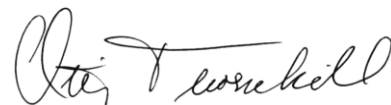
11. Library Board President John Martins noted that the next regular meeting of the Board of Trustees would be held at the Smithtown main building on January 20, 2015.

ADJOURNMENT

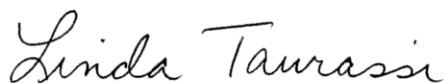
12. There being no further business, upon a motion by Trustee Suzanne Mohr, seconded by Trustee Gerard Cairns, and adopted by a 7-0 vote, the meeting adjourned at 3:15 p.m.

Linda Taurassi
Secretary

Minutes approved this 20th day of January, 2015



Otis M. Thornhill, Vice-President
Smithtown Library Board of Trustees



Linda Taurassi, Clerk