

**MINUTES
ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
January 5, 2016**

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, 2016 at 5:00 p.m.

The oath of office was administered immediately following the meeting by Library District Clerk Laura Poppe to Trustees John Martins and Suzanne Mohr.

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, Treasurer Joanne T. Grove and Clerk Linda Taurassi.

1. NOMINATION AND ELECTION OF OFFICERS

- a. Trustee John Martins 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 Rudy Zientarski.

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, Thornhill, Vallone, Zientarski
AGAINST—none

- b. Trustee John Martins asked for nominations for the office of Vice-President.
 - i. Trustee John Martins nominated Trustee Otis Thornhill for the office of Vice-President. The motion was seconded by Trustee Gerard Cairns.

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

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

2. APPOINTMENT OF SECRETARY

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

RESOLVED: That the Board of Trustees of the Smithtown Library does hereby extend the appointment of Linda Taurassi, effective January 1, 2016, to serve as Secretary to the Board for a period of one year, upon such compensation and terms as presently in effect, as per board resolution dated December 16, 2014.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

3. APPOINTMENT OF TREASURER

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby extend the appointment of Joanne T. Grove, effective January 1, 2016, 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 CLERK

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby appoint Laura Poppe, effective January 1, 2016, as per the bylaws, to serve as Clerk for a period of one year, upon the same compensation and terms as Treasurer, pursuant to past practice.

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

5. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL CLERK

Library Board President John Martins moved to accept 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 Joseph Vallone and adopted by a unanimous 7-0 vote.

6. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

Library Board President John Martins moved to accept adoption of resolutions "a" and "b":

- a. *RESOLVED: That the Treasurer is hereby authorized to establish a petty cash fund and exchange boxes in the total amount of \$1,182.00.*

- 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>J.P. Morgan Chase Bank</i>
<i>Bank of New York</i>	<i>New York Commercial Bank (through 3/31/16)</i>
<i>Bridgehampton National Bank</i>	<i>Peoples United Bank, N.A.</i>

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

7. AFFIRMATION OF PROCUREMENT POLICY

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

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

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

8. AFFIRMATION OF INVESTMENT POLICY

Library Board President John Martins moved to accept 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 adopted by unanimous consent.

9. APPOINTMENT OF LEGAL PROFESSIONALS

Library Board President John Martins moved to accept adoption of resolutions "a" and "b":

- a. RESOLVED: *That the Board of Trustees of The Smithtown Library does hereby renew a contract with the Joseph P. Price Agency for 2016 for the purpose of providing property and liability insurance, business, automobile, umbrella, Treasurer's Bond, and Worker's Compensation coverage.*
- b. RESOLVED: *That the Board of Trustees of The Smithtown Library does hereby confirm that attorney Kevin A. Seaman be retained to serve as General Counsel and Labor Counsel to The Smithtown Library effective January 1, 2016 through December 31, 2016 (with the Library's option to renew into the 2017 calendar year) at the annual retainer amount of \$32,500.00, 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.

10. APPOINTMENT OF ACCOUNTING FIRM

Library Board President John Martins moved to accept 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, 2016 and ending December 31, 2016 at a fee not to exceed \$21,500.00, as per submitted proposal.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

11. RECORDS MANAGEMENT PROCEDURE MANUAL – 2016 annual update

Library Board President John Martins moved to accept adoption of the following resolution

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby adopt the Records Management Procedure Manual for 2016, prepared by Records Management Officer Laura Poppe, in accordance with the guidelines of the State of New York and in adherence to the Records Retention and Disposition Schedule MI-1, Section 185.14, 8NYCRR, as established by the New York State Archives division of the State Education Department (note: this is adopted on an annual basis; no changes were made from previous year).

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

12. APPOINTMENT OF DISTRICT NEWSPAPERS FOR PUBLIC NOTICES OF MEETINGS

Library Board President John Martins moved to accept 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 Diana Schilling-Held and adopted by a unanimous 7-0 vote.

13. FRIENDS OF THE SMITHTOWN LIBRARY – Dennis Cannataro Summer Concert Series

Trustee Otis Thornhill moved to accept adoption of the following resolution

RESOLVED: That based on the success and overwhelming positive patron response of the Summer concert series, sponsored by the Friends of the Smithtown Library, the Board of Trustees of the Smithtown Library does hereby affirm to once again hold the Dennis Cannataro Summer Concert series on the main lawn of the Smithtown Library building during the summer of 2016; and

WHEREAS, the Library Board does hereby express their gratitude to Legislator Robert Trotta in securing such funds; and

WHEREAS, the Library Board does hereby extend their grateful appreciation to the Friends of the Smithtown Library for sponsoring the 2016 concert series; now be it

FURTHER RESOLVED, that the Library Board approves nunc pro tunc for the Treasurer to prepay the deposit of \$3,780 to the Suffolk County Department of Parks to secure the Suffolk County Showmobile for the free 2016 Dennis Cannataro Summer Concert Series (note: such deposit is required on a timely basis and will be reimbursed by the Friends of the Smithtown Library once grant funding has been received).

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

14. Next regular meeting of the Board of Trustees – January 19, 2016 – Smithtown Main Building

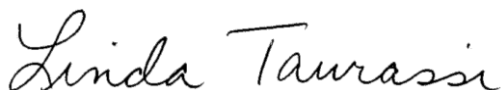
ADJOURNMENT

15. There being no further business, upon a motion by Trustee Joseph Vallone, seconded by Trustee Otis Thornhill, and adopted by a 7-0 vote, the meeting adjourned at 3:31 p.m.

Minutes approved this 19th day of January, 2016



John C. Martins, President
Smithtown Library Board of Trustees



Linda Taurassi, Clerk