

**MINUTES
REORGANIZATION MEETING
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
January 6, 2014**

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 6th day of January, 2014 at 2:00 p.m.

The oath of office was administered by Library District Clerk Linda Taurassi prior to the meeting to returning trustee Joseph Vallone, and newly-elected Trustees Gerard Cairns and Diana Schilling-Held.

The following trustees were present and participating at the meeting: Gerard J. Cairns, Suzanne Mohr, Anthony J. Monteleone, Diana Schilling-Held, Otis M. Thornhill and Joseph Vallone. Trustee John C. Martins was absent with prior notice.

Also in attendance were Library Director Robert Lusak, Library Attorney Kevin Seaman, Treasurer Joanne T. Grove, Business Manager Amy Scholl and Clerk Linda Taurassi. Assistant 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 Anthony Monteleone asked for nominations for the office of President.
 - i. Trustee Otis Thornhill nominated Trustee Anthony Monteleone for the office of President.

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

MONTELEONE: FOR—Cairns, Mohr, Monteleone, Schilling-Held, Thornhill, Vallone;
AGAINST—none.

- b. Trustee Anthony Monteleone asked for nominations for the office of Vice-President.
 - i. Trustee Suzanne Mohr nominated Trustee Joseph Vallone for the office of Vice-President.

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

VALLONE: FOR—Cairns, Mohr, Monteleone, Schilling-Held, Thornhill, Vallone;
AGAINST—none.

President Monteleone announced that he would appoint the committees at the next scheduled meeting of the Library Board and noted that requests for committees would be taken under consideration.

2. APPOINTMENT OF CLERK

Trustee Anthony Monteleone moved adoption of 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 adopted by a unanimous vote of 6-0.

3. APPOINTMENT OF TREASURER

Trustee Anthony Monteleone moved adoption of 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 compensation and terms as presently in effect.

The motion was adopted by a unanimous vote of 6-0.

4. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL CLERK

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District 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 adopted by a unanimous vote of 6-0.

5. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

Trustee Anthony Monteleone 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 (note: the petty cash checking account in the amount of \$1,000.00 is to be deleted as per recommendation of the Library's auditors, Baldessari and Coster).*

The motion was adopted by a unanimous vote of 6-0.

Trustee Anthony Monteleone 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 \$14,000,000.00:*

<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>Chase Manhattan Bank</i>	<i>TD Bank</i>

The motion was adopted by a unanimous vote of 6-0.

6. AFFIRMATION OF PROCUREMENT POLICY

Trustee Anthony Monteleone moved adoption of 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 adopted by a unanimous vote of 6-0.

7. AFFIRMATION OF INVESTMENT POLICY

Trustee Anthony Monteleone moved adoption of 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 adopted by a unanimous vote of 6-0.

8. APPOINTMENT OF LEGAL PROFESSIONALS

Trustee Anthony Monteleone moved adoption of resolution “a”:

- a. RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby renew a contract with the Joseph P. Price Agency for 2014 for the purpose of providing property and liability insurance, business, automobile, umbrella, Treasurer’s Bond, and Worker’s Compensation coverage.*

The motion was adopted by a unanimous vote of 6-0.

Trustee Anthony Monteleone moved adoption of resolution “b”:

- b. 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 adopted by a unanimous vote of 6-0.

Trustee Anthony Monteleone moved adoption of resolution "c":

- c. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby confirm that attorney Kevin A. Seaman be retained as General Counsel and Legal Advisor to the Smithtown Special Library District effective January 1, 2014 through December 31, 2014 at the annual retainer amount of \$20,000.00 pursuant to the terms of a Letter of Engagement executed between Counsel Kevin Seaman and Board President Anthony Monteleone.*

The motion was adopted by a unanimous vote of 6-0.

9. APPOINTMENT OF ACCOUNTING FIRMS

Trustee Anthony Monteleone moved adoption of resolution "a":

- a. *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, 2013 and ending December 31, 2013 at a fee not to exceed \$16,500.00, as per submitted proposal.*

The motion was adopted by a unanimous vote of 6-0.

Trustee Anthony Monteleone moved adoption of resolution "b":

- b. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby approve the services of Cullen & Danowski, LLP to provide 2014 accounting services for the Smithtown Special Library District, at a fee not to exceed \$25,000.00.*

The motion was adopted by a unanimous vote of 6-0.

10. APPOINTMENT OF DISTRICT NEWSPAPERS FOR PUBLIC NOTICES OF MEETINGS

Trustee Anthony Monteleone moved adoption of 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:

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

The motion was adopted by a unanimous vote of 6-0.

11. The NYLA Award that had been received by the Library Director in December was presented and passed around to the Library Board.
12. The Library Director presented the plaque that had been constructed to commemorate the Smithtown Library Foundation's generous donation of an outdoor patio at the Smithtown Main building. The Director asked for the Board's permission to contact Library Foundation President Jim Teese to invite him to the January Board meeting so that he could be presented with the plaque.

13. There was discussion pertaining to comments received from library patrons and Legislator John Kennedy pertaining to the Christmas tree, nativity set and menorah that sits on the lawn of the Smithtown Main building. With the permission of the Library Board, the lighting of the tree, nativity set and menorah are part of an annual tradition undertaken each year by the Smithtown Rotary Club in conjunction with the Town of Smithtown.
14. Trustee Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held at the Smithtown main building on January 21, 2014.
15. At 2:22 p.m. Trustee Anthony Monteleone moved that the Board enter executive session pursuant to Article 7, § 105 (F) of the Public Officers Law, to discuss the employment history of a particular person. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote.

The following trustees were present and participating in executive session: Gerard J. Cairns, Suzanne Mohr, Anthony J. Monteleone, Diana Schilling-Held, Otis M. Thornhill and Joseph Vallone.

Also present were Library Director Robert Lusak, Library Attorney Kevin Seaman and Clerk Linda Taurassi.

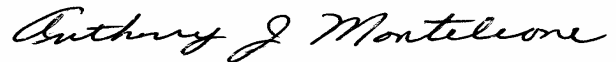
16. Upon a motion by Trustee Joseph Vallone, seconded by Trustee Otis Thornhill, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 3:50 p.m.

ADJOURNMENT

17. There being no further business, upon a motion by Trustee Anthony Monteleone, seconded by Trustee Otis Thornhill, and adopted by a vote of 6-0, the meeting adjourned at 3:51 p.m.

Linda Taurassi
Secretary

Minutes approved this 24th day of January, 2014



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk