

**MINUTES
ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
January 3, 2017**

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 3rd day of January, 2017 at 2:00 p.m.

The oath of office was administered immediately preceding the meeting by Library District Clerk Laura Poppe to returning Trustees Gerard J. Cairns and Joseph Vallone; and newly elected Trustee Anita Dowd-Neufeld.

The following trustees were present and participating at the meeting: Gerard J. Cairns, Anita Dowd-Neufeld, John C. Martins, Joseph Vallone and Rudy Zientarski. Trustee Suzanne Mohr was absent with prior notice.

Also in attendance were Library Director Robert Lusak, Treasurer Joanne T. Grove and Secretary Linda Taurassi.

At the beginning of the meeting a moment of silence was observed in memory of recently deceased Trustee Otis M. Thornhill.

1. NOMINATION AND ELECTION OF OFFICERS

- a. Trustee John Martins asked for nominations for the office of President.
 - i. Trustee Joseph Vallone nominated Trustee Gerard Cairns for the office of President. The motion was seconded by Trustee John Martins.

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

Gerard Cairns:
FOR—Cairns, Martins, Vallone, Zientarski
AGAINST—none

- b. Trustee John Martins asked for nominations for the office of Vice-President.
 - i. Trustee Joseph Vallone nominated Trustee Rudy Zientarski for the office of Vice-President. The motion was seconded by Trustee John Martins.

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

Rudy Zientarski:
FOR—Cairns, Martins, Vallone, Zientarski;
AGAINST—none

2. APPOINTMENT OF SECRETARY

Library Board President Gerard Cairns 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, 2017, 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 John Martins and adopted by a unanimous 5-0 vote.

3. APPOINTMENT OF TREASURER

Library Board President Gerard Cairns 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, 2017, 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 John Martins and adopted by a unanimous 5-0 vote.

4. APPOINTMENT OF CLERK

Library Board President Gerard Cairns 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, 2017, as per the bylaws, to serve as Clerk for a period of one year, upon the same compensation and terms as presently in effect.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

5. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL CLERK

Library Board President Gerard Cairns 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 John Martins and adopted by a unanimous 5-0 vote.

6. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

Library Board President Gerard Cairns moved to accept 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 Joseph Vallone and adopted by a unanimous 5-0 vote.

Library Board President Gerard Cairns moved to accept 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 the following depositories listed shall not exceed \$12,000,000.00:*

<i>Bank of New York</i>	<i>J.P. Morgan Chase Bank</i>
<i>Bridgehampton National Bank</i>	<i>Peoples United Bank, N.A.</i>
	<i>U.S. Bank</i>

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

7. AFFIRMATION OF PROCUREMENT POLICY

Library Board President Gerard Cairns 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 Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

8. AFFIRMATION OF INVESTMENT POLICY

Library Board President Gerard Cairns 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 seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

9. APPOINTMENT OF LEGAL PROFESSIONALS

Library Board President Gerard Cairns moved to accept 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 2017 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 John Martins and adopted by a unanimous 5-0 vote.

Library Board President Gerard Cairns moved to accept adoption of resolution "b":

- b. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve that attorney Kevin A. Seaman be retained to serve as General Counsel and Labor Counsel to The Smithtown Library effective January 1, 2017 through December 31, 2017 (with the Library's option to renew into the 2018 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 Rudy Zientarski and adopted by a unanimous 5-0 vote.

10. APPOINTMENT OF ACCOUNTING FIRM

Library Board President Gerard Cairns 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, 2017 and ending December 31, 2017 at a fee not to exceed \$21,800.00, as per submitted proposal.

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

11. RECORDS MANAGEMENT PROCEDURE MANUAL – 2017 annual update

Library Board President Gerard Cairns 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 2017, 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 Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

12. APPOINTMENT OF DISTRICT NEWSPAPERS FOR PUBLIC NOTICES OF MEETINGS

Library Board President Gerard Cairns 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 John Martins and adopted by a unanimous 5-0 vote.

13. Library Board President Gerard Cairns moved that the next regular meeting would be held at the Smithtown Main building on January 17, 2017 at 7:00 p.m. The motion was seconded by Trustee John Martins and approved by a unanimous 5-0 vote.

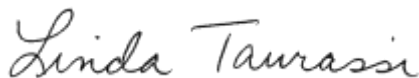
ADJOURNMENT

14. There being no further business, upon a motion by Trustee Joseph Vallone, seconded by Trustee John Martins, and adopted by a unanimous 5-0 vote, the meeting adjourned at 2:29 p.m.

Minutes approved this 17th day of January, 2017



Gerard J. Cairns, President



Secretary
Smithtown Library Board of Trustees