

**MINUTES
ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
January 9, 2018**

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 9th day of January, 2018 at 1:45 p.m.

The following trustees were present and participating at the meeting: Brianna Baker-Stines, Gerard J. Cairns, Anita Dowd-Neufeld, John C. Martins and Joseph Vallone. Trustees Louis S. Frontario and William Zimmerman were absent with prior notice.

Also in attendance were Library Director Robert Lusak, Treasurer Joanne T. Grove, Clerk Lauren Gunderson, Library Attorney Kevin Seaman and Secretary Linda Taurassi.

1. OATH OF OFFICE

The oath of office was administered by Library District Clerk Lauren Gunderson to newly elected Trustee Brianna Baker-Stines.

2. NOMINATION AND ELECTION OF OFFICERS

a. Trustee Gerard Cairns 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—Baker-Stines, Cairns, Dowd-Neufeld, Martins, Vallone; AGAINST—none

b. Trustee Gerard Cairns asked for nominations for the office of Vice-President.

i. Trustee John Martins nominated Trustee Anita Dowd-Neufeld for the office of Vice-President. The motion was seconded by Trustee Joseph Vallone.

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

Anita Dowd-Neufeld:
FOR— Baker-Stines, Cairns, Dowd-Neufeld, Martins, Vallone; AGAINST—none

3. 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, 2018, to serve as Secretary to the Board for a period of one year, upon such compensation and terms as presently in effect.

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

4. 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, 2018, 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 Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

5. 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 Lauren Gunderson, effective January 1, 2018, 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.

6. 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 Joseph Vallone and adopted by a unanimous 5-0 vote.

7. 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 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 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 following depositories listed shall not exceed \$12,500,000.00:*

*Bridgehampton National Bank
J.P. Morgan Chase Bank
Peoples United Bank, N.A.
U.S. Bank*

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

8. 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 John Martins and adopted by a unanimous 5-0 vote.

9. 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 Joseph Vallone and adopted by a unanimous 5-0 vote.

10. APPOINTMENT OF 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 an annual appointment for 2018 with the Joseph P. Price Agency 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 Joseph Vallone and adopted after revision 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 affirm that attorney Kevin A. Seaman be retained to serve as General Counsel and Labor Counsel to The Smithtown Library, effective January 1, 2018 through December 31, 2018 (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 John Martins and adopted by a unanimous 5-0 vote.

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

- c. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve the services of Mary Kohlroser, CPA, to provide 2018 internal accounting services for The Smithtown Library, at a fee not to exceed \$8,500.00 annually, as per recommendation of external auditor Al Coster, CPA, Partner of Baldessari & Coster, LLP, Certified Public Accountants.*

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

11. 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, LLP, Certified Public Accountants, 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, 2018 and ending December 31, 2018 at a fee not to exceed \$22,000.00, as per submitted proposal.*

The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

12. RECORDS MANAGEMENT PROCEDURE MANUAL – 2018 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 2018, prepared by Records Management Officer Lauren Gunderson, 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.

13. At 1:58 p.m. Library Board President Gerard Cairns moved to enter executive session pursuant to Article 7, §105 (F) of the Public Officers Law to discuss matters pertaining to the appointment of a particular newspaper. The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

The following trustees were present and participating in executive session: Brianna Baker-Stines, Gerard J. Cairns, Anita Dowd-Neufeld, John C. Martins and Joseph Vallone.

Also in attendance were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Clerk Lauren Gunderson, Library Attorney Kevin Seaman and Secretary Linda Taurassi.

14. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee John Martins, and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 2:17 p.m.

15. APPOINTMENT OF DISTRICT NEWSPAPERS FOR PUBLIC NOTICE OF MEETINGS AND OFFICIAL NEWSPAPERS OF THE DISTRICT

[NOTE: At the January 16, 2018 regular board of trustees meeting, Library Board President Gerard Cairns made a motion to amend item numbers 15 and 16 that were previously adopted at the Organizational meeting of January 9, 2018. After discussion, Trustee John Martins moved to accept adoption of the following resolution in place of items 15 and 16 from the Organizational meeting minutes of January 9, 2018. The motion was seconded by Trustee William Zimmerman, who was present at the January 16, 2018 regular meeting, but not present at the January 9, 2018 Organizational meeting, and adopted by a unanimous 7-0 vote].

Trustee 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/media be utilized for public notice of meetings under the Open Meetings Law and as official newspapers/media, with two (2) publications being used as a minimum at the district's discretion:

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

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 7-0 vote.

16. Library Board President Gerard Cairns noted that the next regular meeting would be held at the Smithtown Main Building on January 16, 2018 at 6:30 p.m.

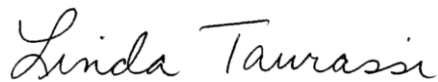
ADJOURNMENT

17. There being no further business, upon a motion by Library Board President Gerard Cairns, seconded by Trustee John Martins, and adopted by a unanimous 5-0 vote, the meeting adjourned at 2:21 p.m.

Minutes approved this 16th day of January, 2018



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees