

**MINUTES  
ORGANIZATIONAL MEETING  
BOARD OF TRUSTEES  
SMITHTOWN LIBRARY  
January 10, 2019**

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 10<sup>th</sup> day of January, 2019 at 9:30 a.m.

The following trustees were present and participating at the meeting: Brianna Baker-Stines, Gerard J. Cairns, Anita Dowd-Neufeld, Theresa M. Stabile, Joseph Vallone and William Zimmerman. Trustee Annette Galarza was absent with prior notice.

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

1. OATH OF OFFICE

The oath of office was administered by Library District Clerk Lauren Gunderson to newly elected Trustee Theresa M. Stabile.

2. NOMINATION AND ELECTION OF OFFICERS

- a. Trustee Gerard Cairns asked for nominations for the office of President.
  - i. Trustee Joseph Vallone nominated Trustee Anita Dowd-Neufeld for the office of President. The motion was seconded by Trustee William Zimmerman.

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

FOR—Baker-Stines, Cairns, Dowd-Neufeld, Stabile, Vallone, Zimmerman;  
AGAINST—none

- b. Trustee Gerard Cairns asked for nominations for the office of Vice-President.
  - i. Trustee Gerard Cairns nominated Trustee Joseph Vallone for the office of Vice-President. The motion was seconded by Trustee Anita Dowd-Neufeld.

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

FOR—Baker-Stines, Cairns, Dowd-Neufeld, Stabile, Vallone, Zimmerman;  
AGAINST—none

3. APPOINTMENT OF SECRETARY

Trustee Joseph Vallone 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, 2019, 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 William Zimmerman and adopted by a unanimous 6-0 vote.

4. APPOINTMENT OF TREASURER

Trustee Brianna Baker-Stines 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, 2019, 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 Gerard Cairns and adopted by a unanimous 6-0 vote.

5. APPOINTMENT OF CLERK

Trustee William Zimmerman moved to accept adoption of the following resolution:

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby appoint Lauren Gunderson, as per the bylaws, effective January 1, 2019, 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 Theresa Stabile and adopted by a unanimous 6-0 vote.

6. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL CLERK

Trustee 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 Theresa Stabile and adopted by a unanimous 6-0 vote.

7. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

Trustee 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 Theresa Stabile and adopted by a unanimous 6-0 vote.

Trustee Brianna Baker-Stines 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 \$13,500,000.00:*

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

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote.

#### 8. AFFIRMATION OF PROCUREMENT POLICY

Trustee 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 Theresa Stabile and adopted by a unanimous 6-0 vote.

#### 9. AFFIRMATION OF INVESTMENT POLICY

Trustee Theresa Stabile 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 William Zimmerman and adopted by a unanimous 6-0 vote.

#### 10. BUDGETARY EXPENSE ITEM

Trustee Brianna Baker-Stines moved to accept adoption of the following resolution:

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Treasurer to establish a budgetary expense item for personnel services titled “Guard Salaries”, budgetary code L.1460, to be funded within the current 2019 Budget in an annual amount of \$125,000.00.*

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote.

#### 11. APPOINTMENT OF PROFESSIONALS

Trustee Theresa Stabile moved to accept adoption of resolution “a”:

- a. RESOLVED: *That the Board of Trustees of The Smithtown Library does hereby renew annual contract with the Joseph P. Price Agency for 2019 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 by a unanimous 6-0 vote.

Trustee Theresa Stabile 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, 2019 through December 31, 2019 (with the Library’s option to renew into the 2020 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 William Zimmerman and adopted by a unanimous 6-0 vote.

Trustee Theresa Stabile 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 2019 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 Gerard Cairns and adopted by a unanimous 6-0 vote.

## 12. APPOINTMENT OF ACCOUNTING FIRM

Trustee 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, 2019 and ending December 31, 2019 at a fee not to exceed \$22,300.00, as per submitted proposal.*

The motion was seconded by Trustee William Zimmerman and adopted after discussion by a unanimous 6-0 vote.

## 13. RECORDS MANAGEMENT PROCEDURE MANUAL – 2019 annual update

Trustee William Zimmerman 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 2019, 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 Theresa Stabile and adopted by a unanimous 6-0 vote.

**The following resolution was amended at the January 15, 2019 regular meeting of the Board of Trustees (all 7 trustees were present at the 1/15/19 meeting).**

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

Trustee Joseph Vallone moved to accept adoption of the following amended 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](http://www.SmithtownMatters.com) (online publication)*

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

15. Library Board President Anita Dowd-Neufeld noted that the next regular meeting would be held at the Smithtown Main Building on January 15, 2019 at 6:30 p.m.

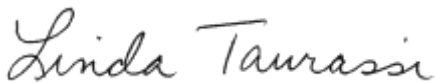
**ADJOURNMENT**

16. There being no further business, upon a motion by Trustee Joseph Vallone, seconded by Trustee Theresa Stabile, and adopted by a unanimous 6-0 vote, the meeting adjourned at 9:53 a.m.

Minutes approved this 15<sup>th</sup> day of January, 2019



Anita Dowd-Neufeld, President  
Smithtown Library Board of Trustees



Linda Taurassi, Secretary