

**MINUTES
ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
January 7, 2020**

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 7th day of January, 2020 at 4:00 p.m.

The following trustees were present and participating at the meeting: Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, James Hornef, Theresa M. Stabile, Joseph Vallone and William Zimmerman.

Also in attendance were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, 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 James Hornef.

2. NOMINATION AND ELECTION OF OFFICERS

a. Nomination of President

Trustee Anita Dowd-Neufeld asked for nominations for the office of President.

- i. Trustee Joseph Vallone nominated Trustee Anita Dowd-Neufeld for the office of President.

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

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

b. Nomination of Vice President

Library Board President Anita Dowd-Neufeld asked for nominations for the office of Vice-President.

- i. Library Board President Anita Dowd-Neufeld 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:

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

3. APPOINTMENT OF SECRETARY

Library Board President Anita Dowd-Neufeld 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, 2020, 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 Joseph Vallone and adopted by a unanimous 7-0 vote.

4. APPOINTMENT OF TREASURER

Library Board President Anita Dowd-Neufeld 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, 2020, 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 Annette Galarza and adopted by a unanimous 7-0 vote.

5. APPOINTMENT OF CLERK

Library Board President Anita Dowd-Neufeld moved to accept adoption of the following resolution:

RESOLVED: *That the Board of Trustees of The Smithtown Library does hereby extend the appointment of **Lauren Gunderson**, effective January 1, 2020, to serve as Clerk for a period of one year, with an increase in annual compensation from \$2,700.00 to \$3,000.00 per year, due to additional duties as Head of the Election.*

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

6. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL 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 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 7-0 vote.

7. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

Trustee Theresa Stabile 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 James Hornef and adopted by a unanimous 7-0 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 \$14,500,000.00:*

*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 7-0 vote.

8. AFFIRMATION OF PROCUREMENT POLICY

Trustee William Zimmerman 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 7-0 vote.

9. AFFIRMATION OF INVESTMENT POLICY

Trustee Annette Galarza 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 Theresa Stabile and adopted by a unanimous 7-0 vote.

10. APPOINTMENT OF PROFESSIONALS

Trustee William Zimmerman 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 2020 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 James Hornef and adopted by a unanimous 7-0 vote.

Library Board President Anita Dowd-Neufeld 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, 2020 through December 31, 2020 (with the Library’s option to renew into the 2021 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 Joseph Vallone and adopted by a unanimous 7-0 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 Kohloser, CPA, to provide 2020 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 William Zimmerman and adopted by a unanimous 7-0 vote.

11. APPOINTMENT OF ACCOUNTING FIRM

Library Board President Anita Dowd-Neufeld 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, to The Smithtown Library, for the fiscal year beginning January 1, 2020 and ending December 31, 2020 at a fee not to exceed \$22,500.00, as per submitted proposal.

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 7-0 vote.

12. RECORDS MANAGEMENT PROCEDURE MANUAL – 2020 annual update

Trustee Annette Galarza 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 2020, 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; minor changes have been made to the Records Management Procedure Manual for 2020).

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

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

Trustee Theresa Stabile 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. Smithtown News*
- iv. www.SmithtownMatters.com (online publication)*

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

14. Library Board President Anita Dowd-Neufeld noted that the next regular meeting would be held at the Smithtown building on January 21, 2020 at 6:30 p.m.
15. Trustee James Hornef requested that the Library Board allow him to continue presenting basic finance programs to the community at the Library based on the fact that the content is strictly informational, there are no sales, recommendations or referrals, and no monetary compensation is received. The Library Board was in agreement that Mr. Hornef's programs posed no conflict of interest.

Library Board President Anita Dowd-Neufeld made the following motion:

RESOLVED: That the Library Board is in agreement that there is no conflict of interest in the basic finance programs being presented by Trustee James Hornef and that he should continue presenting his finance programs at The Smithtown Library.

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

16. Library Board President Anita Dowd-Neufeld noted that, in addition to the Personnel, Finance, Buildings & Grounds and Communications Committees, an ad hoc Long Range Planning Committee would be added for part of this year. Ms. Dowd-Neufeld asked Library Board members to think about the different committees, whether they would like to add or change any committees, and to get back to her with their ideas in the next week or so.

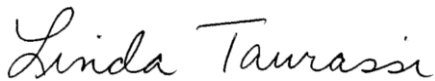
17. ADJOURNMENT

There being no further business, upon a motion by Trustee Joseph Vallone, seconded by Library Board President Anita Dowd-Neufeld, and adopted by a unanimous 7-0 vote, the meeting adjourned at 4:27 p.m.

Minutes approved this 21st day of January, 2020



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees