

**MINUTES**  
**ORGANIZATIONAL MEETING**  
**BOARD OF TRUSTEES**  
**SMITHTOWN LIBRARY**  
**January 5, 2021**

An annual organizational meeting of the Board of Trustees of The Smithtown Library was held via teleconference on the 5th day of January, 2021 at 4:30 p.m. As per Bylaws Policy 100-10, Article IV, no general business was discussed and no public comments were heard at this meeting.

The following trustees were present and participating at the meeting: Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, Joseph Gregurich (entered meeting at 4:32 p.m.), Thomas Maher and Theresa Stabile. Trustee James Hornef was absent with prior notice.

Also in attendance were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Library Attorney Kevin Seaman, 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 Trustees Brianna Baker-Stines and Thomas Maher.

2. NOMINATION AND ELECTION OF OFFICERS

a. Nomination of President

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

- i. Trustee Anita Dowd-Neufeld nominated Trustee Annette Galarza for the office of President. The motion to accept the nomination was moved by Trustee Brianna Baker-Stines and seconded by Trustee Thomas Maher.

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, Gregurich, Maher, Stabile;  
AGAINST—none

b. Nomination of Vice President

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

- i. Library Board President Annette Galarza nominated Trustee Anita Dowd-Neufeld for the office of Vice-President. The motion to accept the nomination was moved by Trustee Brianna Baker-Stines and seconded by Trustee Theresa Stabile.

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, Gregurich, Maher, Stabile;  
AGAINST—none

### 3. APPOINTMENT OF SECRETARY

- a. At 4:35 p.m. Trustee Joseph Gregurich moved to enter executive session pursuant to Article 7, Section 105 "F" of the Public Officer's Law to discuss the employment history of particular person(s). The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

The following trustees were present and participating in executive session via teleconference: Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, Joseph Gregurich, Thomas Maher and Theresa Stabile.

Also present were: Library Director Robert Lusak, Assistant Library Director Patricia Thomson and Library Attorney Kevin Seaman.

- b. At 4:51 p.m. Library Board President Annette Galarza moved to reconvene in open public session via teleconference. The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 6-0 vote.
- c. Trustee Theresa Stabile moved to accept adoption of the following resolution:

*RESOLVED, that the monthly stipend of Linda Taurassi is to be increased by \$100.00 per month, effective January 5, 2021, for the performance of "recording secretarial" duties on behalf of The Smithtown Library Board of Trustees.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

- d. Library Board President Annette Galarza 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, 2021, to serve as Secretary to the Board for a period of one year, upon such compensation and terms as presented.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

### 4. APPOINTMENT OF TREASURER

Library Board President Annette Galarza 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, 2021, 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 Joseph Gregurich and adopted by a unanimous 6-0 vote.

5. APPOINTMENT OF CLERK

Trustee Joseph Gregurich 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, 2021, 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 Thomas Maher and adopted by a unanimous 6-0 vote.

6. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL CLERK

Trustee Theresa Stabile 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 Library Board President Annette Galarza and adopted by a unanimous 6-0 vote.

7. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

Library Board President Annette Galarza 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 Thomas Maher 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 \$15,000,000.00:*

*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 Thomas Maher and adopted by a unanimous 6-0 vote.

8. AFFIRMATION OF PROCUREMENT POLICY

Trustee Brianna Baker-Stines 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 Joseph Gregurich 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 Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

10. 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 2021 for the purpose of providing property and liability insurance, business, automobile, umbrella, Treasurer's Bond, and Worker's Compensation coverage, at a fee not to exceed \$198,200.00.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

Library Board President Annette Galarza 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, 2021 through December 31, 2021 (with the Library's option to renew into the 2022 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 Thomas Maher and adopted by a unanimous 6-0 vote.

Library Board President Annette Galarza 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 2021 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 Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

11. APPOINTMENT OF ACCOUNTING FIRM

Trustee Theresa Stabile 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, 2021 and ending December 31, 2021 at a fee not to exceed \$22,800.00, as per submitted proposal.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

12. RECORDS MANAGEMENT PROCEDURE MANUAL – 2021 annual update

Trustee Thomas Maher 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 2021, 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 have been made to the Records Management Procedure Manual from the previous year).*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

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

Library Board President Annette Galarza 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](http://www.SmithtownMatters.com) (online publication)*

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

14. Library Trustee Anita Dowd-Neufeld noted that the next “regular” meeting of the Board of Trustees is scheduled to take place on Tuesday, January 19, 2021 at 6:30 p.m. at the Smithtown building (details of the meeting, whether via teleconference, or in person, will be determined prior to the meeting subject to the NYS Executive Order regarding Open Meetings Law due to COVID-19).
15. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 5:11 p.m. The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 6-0 vote.

Minutes approved this 19<sup>th</sup> day of January, 2021.

*Annette Galarza*

Annette Galarza, President  
Smithtown Library Board of Trustees

*Linda Taurassi*

Linda Taurassi  
Secretary to the Board of Trustees