

The meeting was called to order at 7:05 pm by President Theresa Germano followed by the pledge to the flag. Library Trustees Gail Lynch-Bailey, Lauren O'Connell, Victor Massian, Jr., Gretchen Cotton Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres, and Secretary to the Board Mara Sigalas and Administration Clerk (Notary Public) Tina Fenimore were present.

**Approval of Agenda**

Lauren O'Connell made a motion to approve the agenda. Seconded by Victor Massian Jr. Motion approved unanimously.

**Oath of Office for Trustee**

The Oath of Office for Trustee was taken by Theresa Germano.

**Oath of Office for Director**

The Oath of Office was taken by Library Director, Lisa Jacobs.

**Appointment of Temporary President**

Lauren O'Connell made a motion to appoint Theresa Germano as Temporary President. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**Period of Public Expression**

None

**Nomination & Election of President of the Board of Trustees**

Gail Lynch-Bailey made a motion to nominate Lauren O'Connell, President of the Board of Trustees. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**Nomination & Election of Vice President of the Board Of Trustees**

Gail Lynch-Bailey made a motion to nominate Victor Massian Jr., Vice President of the Board of Trustees. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**Nomination & Election of Secretary of the Board of Trustees**

Lauren O'Connell made a motion to nominate Gail Lynch-Bailey, Secretary of the Board of Trustees. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**Appointment of Finance Committee Chairperson**

Gail Lynch-Bailey made a motion to appoint Gretchen Cotton Rodney, Finance Committee Chairperson of the Board of Trustees. Seconded by Victor Massian Jr. Motion approved unanimously.

**Appointment of Building Committee Chairperson**

Victor Massian Jr. made a motion to appoint Theresa Germano, Building Committee Chairperson of the Board of Trustees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Appointment of Board Attorney**

Lauren O'Connell made a motion to appoint Hamburger, Maxson, Yaffe, Knauer & McNally LLP, as board attorney at an hourly rate of \$245 per hour. Seconded by Victor Massian Jr. Motion approved unanimously.

**Appointment of Board Auditor**

The Board approved the appointment of the firm of Baldessari & Coster, LLP as board auditors at their May 15, 2019 Board meeting.

**Appointment of Board Treasurer**

Lauren O'Connell made a motion to appoint Frances Wiener board treasurer at \$425 per month. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Resolution, Motion to Approve Director to Administer Oath of Office**

Lauren O'Connell made a motion to approve the Library Director to administer the Oath of Office to the Treasurer as soon as may be practicable. Seconded by Victor Massian Jr. Motion approved unanimously.

**Designation of Secretary to the Director as Secretary to the Board**

Lauren O'Connell made a motion to appoint Secretary to the Director Mara Sigalas, as Secretary to the Board. Seconded by Victor Massian Jr. Motion approved unanimously.

**Designation of Banks**

Lauren O'Connell made a motion to designate Bridgehampton National Bank and Peoples Bank as official banks. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Designation of Official Newspaper**

Lauren O'Connell made a motion to designate the Long Island Advance as official newspaper. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Designation of Board Membership in Associations**

Lauren O'Connell made a motion to designate board membership in the following associations: Suffolk County Library Association, New York Library Association, and Library Trustee Association of New York State. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**Authorization of Library Director or Designee to Approve and Certify Payroll**

Lauren O'Connell made a motion to authorize the Library Director, Assistant Director, or in their absence their designee to approve and certify payroll. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Authorization of Prior Approval of Payment to Vendors**

Lauren O'Connor made a motion to authorize prior approval for payments to vendors on the list dated July 1, 2019, within stated limits. Seconded by Victor Massian Jr. Motion approved unanimously.

**Authorization for Review of Bills**

Lauren O'Connor made a motion to designate one Trustee per month to review bills. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Board Self Evaluation**

The Board read the Board Self Evaluation process with interest.

**Conflict of Interest and Annual Statement of Compliance**

The board reviewed the policy and each board member signed a statement.

**Approval of Investment Policy**

Gretchen Cotton Rodney made a motion to approve the readoption of the Financial Investment Policy including items 1, 4, 8 and 9 on Appendix A Schedule of Eligible Securities. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Approval of Procurement Policy**

Lauren O'Connell made a motion to approve readoption of the Procurement Policy. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Readoption of Policy Manual**

Lauren O'Connell made a motion to readopt the policy manual including changes and additions from July 1, 2018 to June 30, 2019. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**Library Calendar**

Victor Massian Jr. made a motion to designate the third Wednesday of every month at 7:00 pm for regularly scheduled meetings of the Board, subject to change for holidays and other conflicts. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the library closings for the 2019-2020 budget year, as presented. Seconded by Victor Massian Jr. Motion approved unanimously.

Lauren O'Connell made a motion to approve Sunday openings for the 2019-2020 budget year, as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the 2019-2020 Budget Vote Schedule, as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

The Board reviewed the estimated conference schedule.

**Period of Public Expression**

none

**Chain of Command**

The Board reviewed the Chain of Command.

**Approval of Warrants & Budget Expenditures**

Lauren O'Connell made a motion to approve L Warrant #61 in the amount of \$81,142.08. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #62 in the amount of \$286,742.43. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Credit Warrant #63 in the amount of \$3,902.45. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve T&A Warrant #40 in the amount of \$376.71. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve T&A Warrant #41 in the amount of \$150,840.79. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Budget Transfer in the amount of \$76,260.58. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Approval of Building Fund**

Lauren O'Connell made a motion to approve Building Fund H Warrant #16 in the amount of \$400.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Reorganizational Meeting

July 3, 2019

**Correspondence and Unfinished Business**

None

**New Business**

Gail Lynch-Bailey made a motion to authorize Budget Transfers. Seconded by Lauren O'Connell. Motion approved unanimously.

Lauren O'Connell made a motion to approve the one year subscription license renewal of Malwarebytes Endpoint protection and response from Computer Discount Warehouse-Government (Chicago, IL) in the amount of \$6,750.00. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve the discard of various records management items as specified in MI-1 of the Records Retention and Disposition Schedule, The University of the State of New York, The State Education Department, State Archives and Records Administration as presented. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**EXECUTIVE SESSION MOTION**

Lauren O'Connell made a motion to move into executive session at 7:42 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Victor Massian Jr. Motion approved unanimously. Gail Lynch-Bailey made a motion to move out of executive session at 8:13 pm. Seconded by Victor Massian Jr.. Motion approved unanimously.

**PERSONNEL REPORT**

Gail Lynch Bailey made a motion to accept the Personnel Report dated July 3, 2019 as presented. Seconded by Victor Massian Jr. Motion approved unanimously.

**MOTION TO ADJOURN**

Victor Massian Jr. made a motion to adjourn the meeting at 8:13 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

---

Secretary to the Board

---

Secretary of the Board