

Longwood Public Library Board of Trustees Reorganizational Meeting

July 1, 2020

Held via Zoom: public call in number 1-646-558-8656; meeting ID 890 1618 1663

The meeting was called to order at 7:06 pm by President Lauren O'Connell followed by the pledge to the flag. Library Trustees Gail Lynch-Bailey, Theresa Germano, Victor Massian Jr., Gretchen Cotton Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guteres, and Secretary to the Board Mara Sigalas and Administration Clerk (Notary Public) Tina Fenimore were present.

Approval of Revised Agenda

Theresa Germano made a motion to approve the revised agenda. Seconded by Victor Massian Jr. Motion approved unanimously.

Oath of Office for Trustee

The Oath of Office for Trustee was taken by Lauren O'Connell.

Oath of Office for Director

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

Appointment of Temporary President

Theresa Germano made a motion to appoint Victor Massian Jr. 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

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

Nomination & Election of Vice President of the Board Of Trustees

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

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Nomination & Election of Secretary of the Board of Trustees

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

Appointment of Finance Committee Chairperson

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

Appointment of Building Committee Chairperson

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

Appointment of Board Attorney

Theresa Germano made a motion to appoint Hamburger, Maxson, Yaffe, Knauer & McNally LLP, as board attorney at a rate of \$245 per hour. Seconded by Gretchen Cotton Rodney. 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 20, 2020 Board meeting.

Appointment of Board Treasurer

Theresa Germano made a motion to appoint Frances Wiener board treasurer at \$450 per month. Seconded by Victor Massian Jr. Motion approved unanimously.

Resolution, Motion to Approve Director to Administer Oath of Office

Gail Lynch-Bailey 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 Gretchen Cotton Rodney. Motion approved unanimously.

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Designation of Secretary to the Director as Secretary to the Board

Theresa Germano made a motion to appoint Secretary to the Director Mara Sigalas, as Secretary to the Board. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Designation of Banks

Gretchen Cotton Rodney 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

Gail Lynch-Bailey a motion to designate the Long Island Advance as official newspaper. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Designation of Board Membership in Associations

Gretchen Cotton Rodney 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 Theresa Germano. Motion approved unanimously.

Authorization of Library Director or Designee to Approve and Certify Payroll

Gretchen Cotton Rodney 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

Gretchen Cotton Rodney made a motion to authorize prior approval for payments to vendors on the list dated July 1, 2020, within stated limits. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Authorization for Review of Bills

Theresa Germano made a motion to designate one Trustee per month to review bills.

Seconded by Lauren O'Connell. 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. Each board member will sign a statement and email to the secretary to the Director

Approval of Investment Policy

Theresa Germano made a motion to approve the readoption of the Financial Investment Policy including items I, IV, VIII, IX (1, 4, 8 and 9) on Appendix A Schedule of Eligible Securities.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Approval of Procurement Policy

Gail Lynch-Bailey made a motion to approve readoption of the Procurement Policy. Seconded by Theresa Germano. Motion approved unanimously.

Readoption of Policy Manual

Gail Lynch-Bailey made a motion to readopt the policy manual including changes and additions from July 1, 2019 to June 30, 2020. Seconded by Theresa Germano. Motion approved unanimously.

Library Calendar

Theresa Germano 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 Lauren O'Connell. Motion approved unanimously.

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Theresa Germano made a motion to approve the library closings for the 2020-2021 budget year, as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve Sunday openings for the 2020-2021 budget year, as presented. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve the 2020-2021 Budget Vote Schedule, as presented. Seconded by Theresa Germano. 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

Theresa Germano made a motion to approve L Credit Warrant #60 in the amount of \$89,325.94. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #61 in the amount of \$270,608.93. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #62 in the amount of \$153,702.70. Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #37 in the amount of \$208.49. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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Theresa Germano made a motion to approve T&A Warrant #38 in the amount of \$145,965.98. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Correspondence and Unfinished Business

None

New Business

Gretchen Cotton Rodney 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 Theresa Germano. Motion approved unanimously.

Adjournment

Gretchen Cotton Rodney made a motion to adjourn the meeting at 7:43 pm. Seconded by Theresa Germano. Motion approved unanimously.

Secretary to the Board

Secretary of the Board