

The meeting was called to order at 7:01 pm by Vice President Theresa Germano, followed by the pledge to the flag. Library Trustees Gretchen Cotton Rodney, Theresa Germano, Gail Lynch Bailey, Lauren O'Connell and Victor Massian, Jr. were present. Library Director Lisa Jacobs, Assistant Director Ann Hofbauer and Principal Account Clerk Linda Guterres were present. Board Treasurer Frances Wiener, 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 revised agenda. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

OATH OF OFFICE FOR TRUSTEE

The Oath of Office for Trustee was taken by Gretchen Cotton Rodney.

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 Temporary President. Seconded by Victor Massian, Jr. Motion approved unanimously.

NOMINATION & ELECTION OF PRESIDENT OF THE BOARD OF TRUSTEES

Lauren O'Connell made a motion to nominate Theresa Germano 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 Victor Massian, Jr. Vice President of the Board of Trustees. Seconded by Lauren O'Connell. Motion approved unanimously.

NOMINATION & ELECTION OF SECRETARY OF THE BOARD OF TRUSTEES

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

APPOINTMENT OF BUILDING COMMITTEE CHAIRPERSON

Victor Massian, Jr. appointed Lauren O'Connell 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 \$235.00 per hour. Seconded by Gail Lynch-Bailey. 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 17, 2017 Board meeting, at a fee of \$12,250 annually. The Library will also be billed separately for the additional audit time incurred for the building project at a rate of \$170-210 per hour for partner and \$75 to \$170 per hour for staff.

APPOINTMENT OF BOARD TREASURER

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

OATH OF OFFICE FOR TREASURER

The Oath of Office was taken by Library Treasurer Frances Wiener.

DESIGNATION OF SECRETARY TO THE DIRECTOR AS SECRETARY TO THE BOARD

Lauren O'Connell made a motion to appoint Secretary to the Director, Smaragda Sigalas as Secretary to the Board. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

DESIGNATION OF BANKS

Gail Lynch-Bailey made a motion to designate the following as official banks: Bridgehampton National Bank and Peoples Bank. Seconded by Victor Massian, Jr. Motion approved unanimously.

DESIGNATION OF OFFICIAL NEWSPAPER

Lauren O'Connell made a motion to approve the designation of the following as official newspaper: Long Island Advance. Seconded by Theresa Germano. Motion approved unanimously.

DESIGNATION OF BOARD MEMBERSHIP IN ASSOCIATIONS

Theresa Germano 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 Victor Massian, Jr.. 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 Victor Massian, Jr.. Motion approved unanimously.

AUTHORIZATION OF PRIOR APPROVAL OF PAYMENT TO VENDORS

Victor Massian, Jr. made a motion to authorize prior approval for payments to vendors on the list dated July 1, 2017. Seconded by Lauren O'Connell. Motion approved unanimously.

AUTHORIZATION FOR REVIEW OF BILLS

Lauren O'Connell 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 noted the Board Self Evaluation form included in the packet with interest.

CONFLICT OF INTEREST AND ANNUAL STATEMENT OF COMPLIANCE

The board reviewed the policy and signed statement.

APPROVAL OF INVESTMENT POLICY

Gail Lynch-Bailey made a motion to approve the Re-adoption of the Financial Investment Policy including items 1, 4, 8 and 9 of Appendix A Schedule of Eligible Securities. Seconded by Victor Massian, Jr. Motion approved unanimously.

APPROVAL OF PROCUREMENT GUIDELINES POLICY

Victor Massian Jr. made a motion to approve Re-adoption of Procurement Guidelines Policy. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

READOPTION OF POLICY MANUAL

Victor Massian, Jr. made a motion to readopt the policy manual including changes and additions from July 1, 2016 to June 30, 2017. Seconded by Lauren O'Connell. Motion approved unanimously.

LIBRARY CALENDAR

TIME AND DATE OF REGULAR BOARD MEETINGS

Lauren O'Connell made a motion to designate the third Wednesday of every month at 7:00pm for regularly scheduled meetings of the Board, subject to change for holidays and other conflicts. The board will meet in the Kovarik Conference Room. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

LIBRARY HOLIDAY CLOSINGS FOR 2017-2018

Gail Lynch-Bailey made a motion to approve Library Closings for the 2017-2018 budget year, as presented. Seconded by Victor Massian, Jr. Motion approved unanimously.

SUNDAY OPENINGS FOR 2017-2018

Victor Massian, Jr. made a motion to approve Sunday openings for the 2017-2018 budget year, as presented. Seconded by Lauren O'Connell. Motion approved unanimously.

BUDGET VOTE SCHEDULE FOR 2018

Lauren O'Connell made a motion to approve the 2017- 2018 Budget Vote Schedule, as presented. Seconded by Lauren O'Connell. Motion approved unanimously.

ESTIMATED CONFERENCE SCHEDULE.

The Board reviewed the estimated conference schedule as presented.

PERIOD OF PUBLIC EXPRESSION

None

CHAIN OF COMMAND

The Board reviewed the Chain of Command.

WARRANTS

Gail Lynch-Bailey made a motion to approve L Credit Warrant #56 in the amount of \$2,298.69
Seconded by Victor Massian, Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #57 in the amount of \$268,815.05
Seconded by Victor Massian, Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #58 in the amount of \$27,164.94
Seconded by Victor Massian, Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T & A Warrant #37 in the amount of
\$141,042.94. Seconded by Victor Massian, Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve H Building Fund Credit Warrant #18 in the
amount of \$54,875.00. Seconded by Victor Massian, Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve V Debt Service Warrant #5 in the amount of
\$ 4,819.43. Seconded by Victor Massian, Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve V Debt Service Credit Warrant #6 in the amount
of \$ 4,899.99. Seconded by Victor Massian, Jr. Motion approved unanimously.

NEW BUSINESS

BUILDING FUND

Lauren O'Connell made a motion to approve the construction of the Children's Garden fence
in the amount of \$5280 from Dale Stonemetz Carpentry (Mattituck, NY). Motion approved
unanimously.

RECORDS MANAGEMENT DISCARD

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 Victor Massian, Jr.. Motion approved unanimously.

EXECUTIVE SESSION MOTION

Lauren O'Connell made a motion to move into executive session at 8:03 pm to discuss
personnel appointments and employee histories. Seconded by Victor Massian, Jr. Motion
approved unanimously. Lauren O'Connell made a motion to move out of executive session at
8:09 pm. Seconded by Victor Massian, Jr. Motion approved unanimously.

PERSONNEL REPORT

Lauren O'Connell made a motion to accept the Personnel Report dated July 5, 2017 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

GENERAL DISCUSSION

None

MOTION TO ADJOURN

Lauren O'Connell made a motion to adjourn the meeting at 8:13 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary of the Board

Secretary to the Board