

SMITHTOWN LIBRARY
NOTICE OF MEETING – BOARD OF TRUSTEES
AGENDA

An annual organizational meeting of the Board of Trustees (“Board”) of The Smithtown Library (“Library”) will be held on Thursday, January 2, 2025 at 6:00 p.m. in the offices of the Library located at 1 Church Street, Kings Park, New York. As per Bylaws Policy 100-10, Article IV, no general business will be discussed and no public comments will be heard at this meeting.

The trustees will deliberate and take action on the following matters:

1. OATH OF OFFICE – NEWLY ELECTED TRUSTEE MEMBER(S) – Clerk Lauren Gunderson
2. NOMINATION AND ELECTION OF OFFICERS
 - a. Nomination of President
 - b. Nomination of Vice President

3. APPOINTMENT OF CLERK

*RESOLVED. that the Board of Trustees of The Smithtown Library does hereby extend the appointment of **Lauren Gunderson**, effective January 1, 2025, to serve as Clerk for a period of one year, upon the same compensation and terms as presently in effect.*

4. APPOINTMENT OF TREASURER

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby extend the appointment of **Kevin Miller**, effective January 1, 2025, to serve as Treasurer for a period of one year, upon the same compensation and terms as presently in effect.*

5. APPOINTMENT OF SECRETARY

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby extend the appointment of **Linda Taurassi**, effective January 1, 2025, to serve as Secretary to the Board for a period of one year, with an increase of \$100 per month compensation.*

6. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL CLERK

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby extend the appointment of Library Director **Robert Lusak** to serve as financial clerk in accordance with the Library’s Financial Management Policy (Section 900-10).*

7. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

- a. *RESOLVED, that the Business Manager and/or Treasurer is hereby authorized to establish a petty cash fund and exchange boxes not to exceed \$1,400.00.*
- b. *RESOLVED, that the Business Manager and/or 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 depositories shall not exceed \$15,000,000.00:*

*M & T Bank
Wilmington Trust
U.S. Bank
First National Bank of Long Island
J.P. Morgan Chase Bank*

8. AFFIRMATION OF PROCUREMENT POLICY

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby affirm the Library's current Procurement Policy (Section 900-30).

9. AFFIRMATION OF INVESTMENT POLICY

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby affirm the Library's Investment Policy (Section 900-40).

10. APPOINTMENT OF PROFESSIONALS

- a. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby renew an annual contract with the **Epic Insurance Brokers and Consultants** for 2025 to provide property and liability insurance, business, automobile, umbrella, Treasurer's Bond, Notary Bond, and Worker's Compensation coverage, at a total premium not to exceed \$167,500.00.*
- b. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby confirm that attorney **Kevin A. Seaman** be retained to serve as General Counsel and Labor Counsel to The Smithtown Library effective January 1, 2025 through December 31, 2025 (with the Library's option to renew into the 2026 calendar year) for all necessary legal services provided to the Library, at the annual retainer amount of \$33,000.00, pursuant to the terms of a Letter of Engagement (note: an hourly rate of \$265.00 will apply to the representation of the Library in litigation and administrative proceedings wherein the Library is a named respondent or petitioner such as those before the Division of Human Rights, the EEOC, the Commissioner of Education, PERB, the Suffolk County Department of Civil Service and other administrative bodies to include CSL Section 72 and 75 proceedings).*

11. APPOINTMENT OF ACCOUNTING FIRM

*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, 2025 and ending December 31, 2025, at a fee not to exceed \$24,600.00, as per the submitted proposal.*

12. RECORDS MANAGEMENT PROCEDURE MANUAL – 2025 annual update (appended)

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the Records Management Procedure Manual as updated for 2025 by the Library's 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 LGS-1, as established by the New York State Archives Division of the State Education Department.

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

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. Times of Smithtown*
- ii. The Smithtown News*
- iii. www.SmithtownMatters.com (online publication)*

14. Next regular meeting of the Board of Trustees – January 21, 2025 at 6:30 p.m. – Nesconset Building.

ADJOURNMENT