

**MINUTES
ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
January 4, 2022**

An annual organizational meeting of the Board of Trustees of The Smithtown Library was held via teleconference on the 4th day of January, 2022 at 9:30 a.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, Marie Gergenti, Joseph Gregurich, and Thomas Maher. Trustee Marilyn LoPresti was absent with prior notice. Trustee Theresa C. Grisafi did not formally participate in discussions or voting upon motions presented to the Library Board (at the conclusion of the meeting, Trustee Theresa C. Grisafi noted that she had arrived five minutes late to the meeting and, since she had not yet been sworn in, had chosen not to make her presence known).

Also in attendance were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Kevin Miller, Clerk Lauren Gunderson and Secretary Linda Taurassi.

1. OATH OF OFFICE

The oath of office was not administered at this point in time as no newly elected trustees were present at the start of the meeting.

2. NOMINATION AND ELECTION OF OFFICERS

a. Nomination of President

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

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

There were no other nominations for the office of President. The nomination for President resulted in the following vote:

FOR—Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Maher
AGAINST—none

b. Nomination of Vice President

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

Trustee Anita Dowd-Neufeld nominated Trustee **Thomas Maher** for the office of Vice-President. The motion to accept the nomination was seconded by Trustee Brianna Baker-Stines.

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, Gergenti, Gregurich, Maher
AGAINST—none

3. APPOINTMENT OF SECRETARY

Trustee Anita Dowd-Neufeld 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, 2022, to serve as Secretary to the Board 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 5-0 vote.

4. APPOINTMENT OF TREASURER

Trustee Anita Dowd-Neufeld moved to accept adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby extend the appointment of **Kevin Miller**, effective January 1, 2022, to serve as Treasurer for a period of one year, upon the same compensation and terms as presently in effect.*

The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 5-0 vote.

5. APPOINTMENT OF CLERK

Trustee Marie Gergenti 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, 2022, 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 Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

6. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL CLERK

Trustee Thomas Maher moved to accept adoption of the following resolution:

*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).*

The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 5-0 vote

7. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

Trustee Anita Dowd-Neufeld moved to accept adoption of resolutions "a" and "b":

- a. *RESOLVED, that the Treasurer is hereby authorized to establish a petty cash fund and exchange boxes in the total amount of \$1,400.00.*
- 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:*

*Bank of New York Mellon
Peoples United Bank, N.A.
U.S. Bank
First National Bank of Long Island
J.P. Morgan Chase Bank*

The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 5-0 vote

8. AFFIRMATION OF PROCUREMENT POLICY

Trustee Thomas Maher 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 Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

9. AFFIRMATION OF INVESTMENT POLICY

Trustee Marie Gergenti 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 Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

10. APPOINTMENT OF PROFESSIONALS

Trustee Thomas Maher moved to accept adoption of resolutions “a” and “b”:

- a. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby renew an annual contract with the **Joseph P. Price Agency** (NOTE: same company, new name effective immediately: **Epic Insurance Brokers & Consultants**) for 2022 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 \$197,350.00.*
- 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, 2022 through December 31, 2022 (with the Library’s option to renew into the 2023 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 Marie Gergenti and adopted by a unanimous 5-0 vote.

11. APPOINTMENT OF ACCOUNTING FIRM

Trustee Anita Dowd-Neufeld 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, 2022 and ending December 31, 2022 at a fee not to exceed \$23,400.00, as per submitted proposal.*

The motion was seconded by Trustee Thomas Maher and adopted after discussion by a unanimous 5-0 vote.

12. RECORDS MANAGEMENT PROCEDURE MANUAL – 2022 annual update

Trustee Anita Dowd-Neufeld 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 2022, 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 LGS-1, Section 185.15, 8NYCRR (appendix L), 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 Marie Gergenti and adopted by a unanimous 5-0 vote.

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

Trustee Marie Gergenti 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. The Smithtown News*
- iv. www.SmithtownMatters.com (online publication)*

Library Director Robert Lusak noted that the Library's current digitization project of The Smithtown News had been made possible from a grant received through the Long Island Library Resources Council (LILRC). The Smithtown News first began publication in 1945.

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted after discussion by a unanimous 5-0 vote.

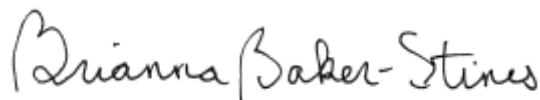
14. Library Board President Brianna Baker-Stines noted that the next "regular" meeting of the Board of Trustees is scheduled to take place on Tuesday, January 18, 2022 at 6:30 p.m. at the Smithtown building.

15. OATH OF OFFICE

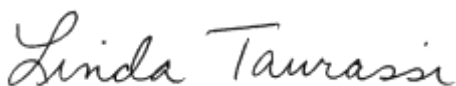
At 9:57 a.m. Trustee Theresa Grisafi informed the Board that she had arrived at the meeting five minutes late but did not make her presence known as she had not yet been sworn in. At this point in time, the oath of office was administered by Library District Clerk Lauren Gunderson to newly elected Trustee Theresa Grisafi.

16. There being no further business, Trustee Thomas Maher moved to adjourn the meeting at 10:00 a.m. The motion was seconded by Trustee Theresa Grisafi and adopted by a unanimous 5-0 vote.

Minutes approved this 18th day of January, 2022.



Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees