

**MINUTES
ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
January 4, 2023**

An annual organizational meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York, on the 4th day of January, 2023. The meeting was called to order at 6:30 p.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, Mildred Bernstein, Annette Galarza, Howard Knispel and Thomas Maher (note: at the present time there are two open seats on the Library Board created by the resignations of Marilyn LoPresti, effective 9/20/22, and Theresa Grisafi, effective 12/30/22).

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 administered by Library District Clerk Lauren Gunderson to newly elected Trustees Mildred Bernstein, Annette Galarza and Howard Knispel.

2. NOMINATION AND ELECTION OF OFFICERS

a. Nomination of President

Trustee Brianna Baker-Stines asked for nominations for the office of President.

Trustee Annette Galarza nominated Trustee **Brianna Baker-Stines** for the office of President. The motion to accept the nomination was seconded by Trustee Thomas Maher.

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

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

b. Nomination of Vice President

Library Board President Brianna Baker-Stines asked for nominations for the office of Vice-President.

Trustee Thomas Maher nominated Trustee **Annette Galarza** for the office of Vice-President. The motion to accept the nomination was seconded by Trustee Howard Knispel.

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

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

3. APPOINTMENT OF CLERK

Library Board President Brianna Baker-Stines moved to approve the 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, 2023, to serve as Clerk to the Board for a period of one year, with an increase of \$100 per month to the current stipend, based upon an increase of duties.*

The motion was seconded by Trustee Thomas Maher and adopted 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

4. APPOINTMENT OF TREASURER

Library Board President Brianna Baker-Stines moved to approve the 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, 2023, 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 Annette Galarza and adopted 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

5. APPOINTMENT OF SECRETARY

Library Board President Brianna Baker-Stines moved to approve the 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, 2023, to serve as Secretary to the Board for a period of one year, with an increase of \$100 per month, based upon an increase of duties.*

The motion was seconded by Trustee Thomas Maher and adopted 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

6. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL CLERK

Library Board President Brianna Baker-Stines moved to approve the 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 Annette Galarza and adopted 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

7. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

Library Board President Brianna Baker-Stines moved to approve the adoption of resolution “a”:

- 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.*

The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

Library Board President Brianna Baker-Stines moved to approve the adoption of resolution “b”:

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

The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

8. AFFIRMATION OF PROCUREMENT POLICY

Library Board President Brianna Baker-Stines moved to approve the 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 Thomas Maher and adopted 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

9. AFFIRMATION OF INVESTMENT POLICY

Library Board President Brianna Baker-Stines moved to approve the 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 Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

10. APPOINTMENT OF PROFESSIONALS

Library Board President Brianna Baker-Stines moved to approve the adoption of resolutions “a” and “b”:

- a. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby renew an annual contract with **Epic Insurance Brokers & Consultants** (formerly Joseph P. Price Agency) for 2023 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 \$180,031.00.*
- 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, 2023 through December 31, 2023 (with the Library’s option to renew into the 2024 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 Annette Galarza and adopted 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

11. APPOINTMENT OF ACCOUNTING FIRM

Library Board President Brianna Baker-Stines moved to approve the 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, 2023 and ending December 31, 2023 at a fee not to exceed \$23,900.00, as per submitted proposal.*

The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

12. RECORDS MANAGEMENT PROCEDURE MANUAL – 2023 annual update

Library Board President Brianna Baker-Stines moved to approve the adoption of the following resolution:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the Records Management Procedure Manual as updated for 2023 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.

The motion was seconded by Trustee Mildred Bernstein and adopted 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

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

Library Board President Brianna Baker-Stines moved to approve the 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)*

The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

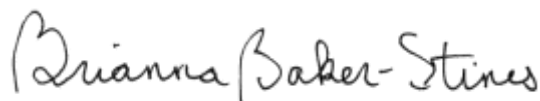
FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

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 17, 2023 at 6:30 p.m. at the Smithtown building.

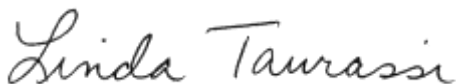
15. There being no further business, Library Board President Brianna Baker-Stines moved to adjourn the meeting at 6:44 p.m. The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Galarza, Knispel, Maher; AGAINST—none

Minutes approved this 17th day of January, 2023.



Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees