

**LONGWOOD PUBLIC LIBRARY
REORGANIZATIONAL MEETING
JULY 19, 2023
KOVARIK ROOM**

The meeting was called to order at 7:02 pm by President Gail Lynch-Bailey, followed by the pledge to the flag. Library Trustees Lauren O'Connell, Victor Massian Jr., Theresa Germano, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres and Secretary to the Board Mara Sigalas were in attendance. Gretchen Rodney was absent with prior notice.

APPROVAL OF AGENDA

Theresa Germano made a motion to approve the agenda. Seconded by Lauren O'Connell. Motion approved unanimously.

OATH OF OFFICE FOR TRUSTEE

The Oath of Office was taken by Gail Lynch-Bailey.

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 Gail Lynch-Bailey as Temporary President. Seconded by Victor Massian Jr. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

NOMINATION & ELECTION OF OFFICERS FOR 2023-2024

a. President of the Board of Trustees

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

**LONGWOOD PUBLIC LIBRARY
REORGANIZATIONAL MEETING
JULY 19, 2023
KOVARIK ROOM**

b. Vice President of the Board of Trustees

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

c. Secretary of the Board of Trustees

Victor Massian Jr. made a motion to nominate Gretchen Rodney, Secretary of the Board of Trustees. Seconded by Theresa Germano. Motion approved unanimously.

APPOINTMENT OF BUILDING COMMITTEE CHAIRPERSONS

a. Finance Committee Chairperson

Lauren O'Connell made a motion to appoint Gail Lynch-Bailey, Finance Committee Chairperson of the Board of Trustees. Seconded by Theresa Germano. Motion approved unanimously.

b. Building Committee Chairperson

Gail Lynch-Bailey made a motion to appoint Victor Massian Jr., Building Committee Chairperson of the Board of Trustees. Seconded by Theresa Germano. Motion approved unanimously.

ANNUAL APPOINTMENTS

Lauren O'Connell made a motion to appoint:

a. Board Attorney

Andrew Martingale of Quatela Chimeri LLP as board attorney at a fee of \$250.00 per hour.

b. Board Auditors

Baldessari & Coster, LLP as board auditors, as approved at the May 17, 2023 meeting.

c. Board Treasurer

Frances Wiener as board treasurer at \$500.00 per month.

Seconded by Theresa Germano. Motion approved unanimously.

**LONGWOOD PUBLIC LIBRARY
REORGANIZATIONAL MEETING
JULY 19, 2023
KOVARIK ROOM**

ANNUAL DESIGNATIONS

Lauren O'Connell made motion to designate:

- a. Official Banks:**
Dime and M&T Bank

- b. Official Newspaper:**
Long Island Advance

- c. Board Membership in Associations:**
New York Library Association/Library Trustees Association

- d. Secretary to the Board:**
Mara Sigalas

Seconded by Victor Massian Jr. Motion approved unanimously.

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

Lauren O'Connell made a motion to authorize prior approval for payments to vendors on the list dated July 19, 2023 within the stated limits. Seconded by Victor Massian Jr. Motion approved unanimously.

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.

**LONGWOOD PUBLIC LIBRARY
REORGANIZATIONAL MEETING
JULY 19, 2023
KOVARIK ROOM**

ANNUAL STATEMENT OF COMPLIANCE REGARDING CONFLICT OF INTEREST

The board members reviewed the policy and signed the Conflict of Interest form.

READOPTON OF POLICIES

Lauren O'Connell made a motion to readopt the following policies:

- a. Investment Policy including options I, IV, VIII, IX (1, 4, 8, 9) from APPENDIX A Schedule of Eligible Securities
- b. Procurement Policy
- c. Full policy manual including changes and additions from July 1, 2022 to June 30, 2023.

REVIEW OF BYLAWS

The Board reviewed the proposed revision to the bylaws.

ADOPTION OF LIBRARY CALENDAR FOR 2023-2024

Victor Massian Jr. made a motion to approve the following 2023-2024 calendar items as presented:

- a. Board Meeting Schedule
- b. Library Holiday Closings
- c. Sunday Openings
- d. Budget Vote Schedule

**LONGWOOD PUBLIC LIBRARY
REORGANIZATIONAL MEETING
JULY 19, 2023
KOVARIK ROOM**

RECORDS MANAGEMENT DISCARDS

Lauren O'Connell made a motion to approve the discard of items in accordance with the library's Records Retention policy. Seconded by Theresa Germano. Motion approved unanimously.

ORGANIZATIONAL CHART

The Board reviewed the Organizational Chart.

BOARD SELF EVALUATION

The board reviewed the Board Self Evaluation process with interest.

ADJOURNMENT

Victor Massian Jr. made a motion to adjourn the meeting at 7:20 pm. Seconded by Lauren O'Connell. Motion approved unanimously.