

LONGWOOD PUBLIC LIBRARY
BOARD OF TRUSTEES REORGANIZATIONAL MEETING
AGENDA
7/6/2022
Kovarik Room

The meeting was called to order at 7:17 pm by President Gretchen Rodney, followed by the pledge to the flag. Library Trustees Lauren O'Connell, Victor Massian Jr., Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres, Secretary to the Board Mara Sigalas, and Board Treasurer Frances Wiener were in attendance. Trustees Gail Lynch-Bailey and Theresa Germano were absent with prior notice.

Approval of Agenda

Lauren O'Connell made a motion to approve the agenda. Seconded by Victor Massian Jr. Motion approved unanimously.

Oath of Office for Trustee

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

Oath of Office for Director

The Oath of Office was taken by Library Director, Lisa Jacobs.

Appointment of Temporary President

Victor Massian Jr. made a motion to appoint Gretchen Rodney as Temporary President. Seconded by Lauren O'Connell. Motion approved unanimously.

Period of Public Expression

No members of the public were present.

Nomination & Election of President of the Board of Trustees

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

Nomination & Election of Vice President of the Board of Trustees

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

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Nomination & Election of Secretary of the Board of Trustees

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

Appointment of Finance Committee Chairperson

Lauren O'Connell made a motion to appoint Victor Massian Jr., Finance Committee Chairperson of the Board of Trustees. Seconded by Lauren O'Connell. Motion approved unanimously.

Appointment of Building Committee Chairperson

Victor Massian Jr. made a motion to appoint Gretchen Rodney, Building Committee Chairperson of the Board of Trustees. Seconded by Lauren O'Connell. Motion approved unanimously.

Appointment of Board Attorney

Lauren O'Connell made a motion to appoint Hamburger, Maxson, Yaffe & Martingale, LLP, as board attorney at a rate of \$250 per hour. Seconded by Victor Massian Jr. 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 18, 2022 board meeting.

Appointment of Board Treasurer

Lauren O'Connell made a motion to appoint Frances Wiener, Board Treasurer at \$475 per month. Seconded by Victor Massian Jr. Motion approved unanimously.

Oath of Office for Treasurer

The Oath of Office was taken by 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 Mara Sigalas, as Secretary to the Board. Seconded by Victor Massian Jr. Motion approved unanimously.

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Designation of Banks

Lauren O'Connell made a motion to designate Dime and Peoples United/M&T Bank as official banks. Seconded by Victor Massian Jr. Motion approved unanimously.

Designation of Official Newspaper

Lauren O'Connell made a motion to designate the Long Island Advance as official newspaper. Seconded by Victor Massian Jr. Motion approved unanimously.

Designation of Board Membership in Associations

Lauren O'Connell 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

Lauren O'Connell made a motion to authorize prior approval for payments to vendors on the list dated July 6, 2022, within stated limits. Seconded by Victor Massian Jr. 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 Victor Massian Jr. Motion approved unanimously.

Board Self Evaluation

The board reviewed the Board Self Evaluation process with interest.

Conflict of Interest and Annual Statement of Compliance

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The board reviewed the policy and signed the Conflict of Interest document.

Approval of Investment Policy

Lauren O'Connell made a motion to approve the readoption of the Financial Investment Policy including items I, IV, VIII, IX (1, 4, 8 and 9) on Appendix A Schedule of Eligible Securities. Seconded by Victor Massian Jr. Motion approved unanimously.

Approval of Procurement Policy

Lauren O'Connell made a motion to approve readoption of the Procurement Policy. Seconded by Victor Massian Jr. Motion approved unanimously.

Readoption of Policy Manual

Lauren O'Connell made a motion to readopt the policy manual including changes and additions from July 1, 2021 to June 30, 2022. Seconded by Victor Massian Jr. Motion approved unanimously.

Library Calendar

Lauren O'Connell made a motion to designate the third Wednesday of every month at 7:00 pm for regularly scheduled meetings of the Board, subject to change for holidays and other conflicts. Seconded by Victor Massian Jr. Motion approved unanimously.

Lauren O'Connell made a motion to approve the library closings for the 2022-2023 budget year. Seconded by Victor Massian Jr. Motion approved unanimously.

Lauren O'Connell made a motion to approve Sunday openings for the 2022-2023 budget year. Seconded by Victor Massian Jr. Motion approved unanimously.

Lauren O'Connell made a motion to approve the 2022-2023 Budget Vote Schedule. Seconded by Victor Massian Jr. Motion approved unanimously.

The Board reviewed the estimated conference schedule.

Period of Public Expression

No members of the public were present.

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Organizational Chart

The Board reviewed the Organizational Chart.

Approval of Warrants & Budget Expenditures

Victor Massian Jr. made a motion to approve L Warrant #71 in the amount of \$1,552.93. Seconded by Lauren O'Connell. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #72 in the amount of \$76,539.47. Seconded by Lauren O'Connell. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #73 in the amount of \$388,446.64. Seconded by Lauren O'Connell. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Credit Warrant #74 in the amount of \$3,275.00. Seconded by Lauren O'Connell. Motion approved unanimously.

Correspondence and Unfinished Business

None

New Business

Lauren O'Connell made a motion to approve the discard of various records management items in accordance with the library's Records Retention policy. Seconded by Victor Massian Jr. Motion approved unanimously.

Lauren O'Connell made a motion to approve the discard of 1 Dell OptiPlex 7440 desktop computer, inventory #2201. Seconded by Victor Massian Jr. Motion approved unanimously.

Executive Session Motion

Lauren O'Connell made a motion to move into executive session at 7:46 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Victor Massian Jr. Motion approved unanimously.

Lauren O'Connell made a motion to move out of executive session at 8:30 pm. Seconded by Victor Massian Jr.. Motion approved unanimously.

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Personnel Report

Victor Massian Jr. made a motion to approve the personnel report dated July 6, 2022 as presented. Seconded by Lauren O'Connell. Motion approved unanimously.

Motion to Adjourn

Lauren O'Connell made a motion to adjourn the meeting at 8:31 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

Secretary to the Board

Secretary of the Board