

The meeting was called to order at 7:12 pm by President Theresa Germano followed by the pledge to the flag. Library Trustees Gail Lynch-Bailey, Lauren O'Connell, Victor Massian, Jr., Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Linda Guterres, and Secretary to the Board Mara Sigalas and Administration Clerk (Notary Public) Tina Fenimore were present. Gretchen Cotton Rodney was absent.

Approval of Revised Agenda

Gail Lynch-Bailey made a motion to approve the revised agenda. Seconded by Victor Massian Jr. Motion approved unanimously.

Oath of Office for Trustee

The Oath of Office for Trustee 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

Gail Lynch-Bailey made a motion to appoint Theresa Germano as Temporary President. Seconded by Victor Massian Jr. Motion approved unanimously.

Period of Public Expression

Patron John H. Guthrie spoke to the board about his one-year ban from the library.

Nomination & Election of 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.

Nomination & Election of Vice President of the Board Of Trustees

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

Nomination & Election of Secretary of the Board of Trustees

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

Appointment of Finance Committee Chairperson

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

Appointment of Building Committee Chairperson

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

Appointment of Board Attorney

Lauren O'Connell made a motion to appoint Hamburger, Maxson, Yaffe, Knauer & McNally LLP, as board attorney at an hourly rate of \$245 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 April 18, 2018 Board meeting.

Appointment of Board Treasurer

Victor Massian Jr. made a motion to appoint Frances Wiener board treasurer at \$425 per month. Seconded by Lauren O'Connell. Motion approved unanimously.

Resolution, Motion to Approve Director to Administer Oath of Office

Lauren O'Connell made a motion to approve the Library Director to administer the Oath of Office to the Treasurer as soon as may be practicable. Seconded by Victor Massian Jr. Motion approved unanimously.

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.

Designation of Banks

Lauren O'Connell made a motion to designate Bridgehampton National Bank and Peoples Bank as official banks. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Designation of Official Newspaper

Gail Lynch-Bailey 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

Gail Lynch-Bailey 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

Gail Lynch-Bailey made a motion to authorize the Library Director, Assistant Director, or in their absence their designee to approve and certify payroll. Seconded by Lauren O'Connell. Motion approved unanimously.

Authorization of Prior Approval of Payment to Vendors

Lauren O'Connor made a motion to authorize prior approval for payments to vendors on the list dated July 1, 2018, within stated limits. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Authorization for Review of Bills

Gail Lynch-Bailey 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 read the Board Self Evaluation process with interest.

Conflict of Interest and Annual Statement of Compliance

The board reviewed the policy and each board member signed a statement

Approval of Investment Policy

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

Approval of Procurement Policy

Victor Massian Jr. made a motion to approve readoption of the Procurement Policy. Seconded by Lauren O'Connell. 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, 2017 to June 30, 2018. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Library Calendar

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

Gail Lynch-Bailey made a motion to approve the library closings for the 2018-2019 budget year, as presented. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Sunday openings for the 2018-2019 budget year, as presented. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to authorize the Library Director to close the library at 1:00 pm on Saturday, July 28, 2018 due to the anticipated Route 25 closure for the Middle Island Fire Department 70th Anniversary Parade. Seconded by Lauren O'Connell. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the 2018- 2019 Budget Vote Schedule, as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

The Board reviewed the estimated conference schedule as presented.

Period of Public Expression

none

Chain of Command

The Board reviewed the Chain of Command.

Approval of Warrants & Budget Expenditures

Lauren O'Connell made a motion to approve L Warrant #59 in the amount of \$267,697.06. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #60 in the amount of \$257,709.54. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #61 in the amount of \$38,586.99. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #62 in the amount of \$279,423.59. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Credit Warrant #63 in the amount of

Reorganizational Meeting

July 5, 2018

\$3,597.68. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve T&A Warrant #37 in the amount of \$526.27. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve T&A Warrant #38 in the amount of \$113,132.76. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve T&A Warrant #39 in the amount of \$146,921.06. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Correspondence and Unfinished Business

None

New Business

Records Management Discard

Gail Lynch-Bailey made a motion to approve the discard of various records management items as specified in MI-1 of the Records Retention and Disposition Schedule, The University of the State of New York, The State Education Department, State Archives and Records Administration as presented. Seconded by Victor Massian Jr. Motion approved unanimously.

Resolution-Deposit of Funds

Lauren O'Connell made a motion to authorize the deposit of funds received in the amount of \$6,496.56 from Utica National Insurance Group for insurance dividends into the General Operating Fund to offset workers' compensation expenses. Seconded by Victor Massian Jr. Motion approved unanimously.

Adjournment

Victor Massian Jr. made a motion to adjourn the meeting at 8:10 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary to the Board

Secretary of the Board