



111 W. Park Avenue
 Long Beach, NY 11561
 phone: 516-432-7201

email: info@longbeachlibrary.org
www.longbeachlibrary.org

REORGANIZATION JULY 15TH, 2020

****NOTE, Trustee Guarini joined the meeting at approximately 10:25am; she did not participate / vote in any matters prior to "Authorization of Signatures".**

Election of Board Officers –

President – Trustee Sam Pinto; **motioned by Trustee Tansey, seconded by Trustee Arnone, and unanimously approved** ****Trustee Elect Donovan could not vote as she was not yet sworn in as the new Trustee; Trustee Guarini was not present for this vote.**

Vice-President – Trustee Gemma Tansey; **motioned by Trustee Arnone, seconded by Trustee Pinto, and unanimously approved.** ****Trustee Elect Donovan could not vote as she was not yet sworn in as the new Trustee; Trustee Guarini was not present for this vote.**

Secretary – Trustee Mary Ellen Guarini; **motioned by Trustee Arnone, seconded by Trustee Pinto, and unanimously approved.**

Trustee – Trustee Robin Donovan; **duly elected, no vote necessary per Attorney**

Trustee – Trustee Carol Arnone; **current Trustee, no vote necessary per Attorney**

Note: If the Board is to return to the former rotation of officers, Trustee Pinto would be the President this year, followed by Trustee Gemma Tansey next year, and so on.

Annual Meeting Schedule – motioned by Trustee Pinto, seconded by Trustee Arnone, and unanimously approved

The annual schedule of meetings based on the third Monday of each month, contingent upon school vacations, holidays, etc., is as follows:

September 21 st , 2020	February 15th 22 nd , 2021 (Preliminary Budget Presentation)
October 19 th , 2020	March 22 nd , 2021 (Budget Vote-Board)
November 23 rd , 2020	April 19 th , 2021
December 16 th , 2020	May 17 th , 2021
January 18th 11 th , 2021	June 21 st , 2021



111 W. Park Avenue
Long Beach, NY 11561
phone: 516-432-7201
email: info@longbeachlibrary.org
www.longbeachlibrary.org

REORGANIZATION
JULY 15TH, 2020

Summer meeting in either July 2021 or August 2021 TBD

The required Public Budget hearing is tentatively scheduled for ?????

REORGANIZATION
JULY 15TH, 2020

Appointment of Board Professionals a motion to accept as written (below) was made by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved with the stipulation that they could be changed throughout the year if necessary.

There are several professionals with their budgeted fees for this fiscal year, who report directly to the Board, as follows:

1. Accountant: Shalik, Morris and Company, with the annual fee of \$ EMAILED SHALIK FOR PRICE 7/6/20 **Note, that this item will be revisited prior to the next reorganization meeting, as the Library will be conducting a new solicitation process for accounting services to comply with the NYS Office of State Comptroller's requirement to request an RFP for professional services every five years
2. Asset Inventory: Industrial Appraisal, with the proposed annual fee of \$290, no increase from prior fiscal year.
3. Attorney: The current Board attorney Ralph Madalena was approved for a three (3) year renewal term at the June 2019 Board meeting; no further approvals needed at this time.
4. Auditor: RS Abrams, with the proposed annual fee of \$11,160, a sizeable increase (11%) from prior fiscal year. **Note, that this item will be revisited prior to the next reorganization meeting, as the Library will be conducting a new solicitation process for accounting services to comply with the NYS Office of State Comptroller's requirement to request an RFP for professional services every five years
5. GASB 74 / 75 Calculator: Milliman, with the proposed fee of \$1,850 for 24mo. access to the GASB 74 / 75 software needed for the independent audit. There is no increase from prior fiscal year.
6. Treasurer: Eugene Falciano is the current Treasurer, with the annual fee of \$6,000, no increase from prior fiscal year. **Note, that this item will need to be revisited prior to the next reorganization meeting, as the Library will be conducting a new solicitation process for

REORGANIZATION
JULY 15TH, 2020

accounting services to comply with the NYS Office of State Comptroller's requirement to request an RFP for professional services every five years.

Appointment of Board Secretary and Records Officer as written below **was motioned by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved.**

As in years past, it is recommended that the Administrative Assistant be appointed the Board's recording secretary and the Records Officer.

Appointment of Investment Officer - as written below **was motioned by Trustee Pinto, seconded by Trustee Arnone, and unanimously approved.**

Since New York State permits the investment of fund balances in commercial banks and governmental securities, an investment officer is required. In past years, the Library Director managed these investments, with the advice of the Treasurer.

Appointment of NLS Voting Representative - as written below **was motioned by Trustee Donovan, seconded by Trustee Tansey, and unanimously approved.**

Pursuant to the Nassau Library System Bylaws, each member library must designate one voting representative for that Library and that is usually the Library Director. To that end, it is recommended the Library Director be designated the voting representative.

Designation of the Payroll Certifying Officer - as written below **was motioned by Trustee Donovan, seconded by Trustee Tansey, and unanimously approved.**

The Civil Service Commission certifies the Library's payroll and will periodically review the bi-weekly payroll. The bi-weekly payroll is handled internally by the Library's Payroll Clerk, reviewed by Director and Administrative Assistant, and approved for disbursement by Library Board and Treasurer at monthly meetings.

REORGANIZATION
JULY 15TH, 2020

*****Trustee Guarini joined the meeting; time was approximately 10:25am***

All of the motions below were approved as written with a single vote; motioned by Trustee Pinto, seconded by Trustee Donovan, and unanimously approved

Authorization of Signatures

Last year, the Board adopted the following procedure, pursuant to the State Comptroller's recommendation. All Trustees shall be designated as signatories for Library Schedules, Wire Transfers, Stop Payments and Checks. For Library schedules, there shall be two (2) Trustee signatories and the Treasurer. For Library checks there shall be two (2) signatories, one (1) Trustee and the Treasurer. In the event of an emergency or Treasurer incapacity, Trustees alone can be the signatories.)

Designation of the Official Newspaper:

To save taxpayer dollars, the Long Beach Herald has been the official newspaper for legal advertisements and is again recommended for such designation. As the official newspaper, the Herald receives the legal notices for the Board meetings; however, if there is any bidding or any other important matter requiring legal advertising, the South Shore Tribune and Newsday can be and have been also utilized.

Bank Designations:

Currently, the Library uses Capital One, Chase, First National Bank of Long Island (FNBLI) and HSBC for its accounts and certificates of deposit. Given the continued competitive interest rate at First National Bank of Long Island and the ability to insure amounts held beyond the FDIC limits via collateralization, the following actions are recommended to simplify bookkeeping.

- Designate FNBLI account 1203 as Reserves account and eliminate sub-accounts

REORGANIZATION
JULY 15TH, 2020

- Transfer FNBLI Capital Improvements funds to Reserves
- Only one Reserves account to be allocated by Board vote as needed
- Transfer all funds from Chase account 1217 to FNBLI General Reserve account 1203 and close Chase account 1217
- Transfer all funds from FNBLI account 1204 Sandy Relief Fund into FNBLI 1201 (Operating Account)
- Transfer all funds from Capital One accounts 1240 and 1241 to First National Bank General Reserves (1203) and close Capital One 1240 and 1241
- Remaining Accounts
 - FNBLI Operating 1201
 - FNBLI Payroll 1202
 - FNBLI Reserves 1203
 - HSBC Contingency Fund 1250
 - HSBC A/L & S/L Liability Fund 1280

Petty Cash Fund:

The Petty Cash Fund is \$240, with \$200 allocated to the Main branch and \$20 each allocated to the Point Lookout and West End branches.

Designating of Worker's Compensation Administrator:

The third-party administrator for worker's compensation is the Utica Insurance Company. This policy is renewed annually at the beginning of the calendar year.

REORGANIZATION
JULY 15TH, 2020

Designation of the Third Party Administrator for the IRS Section 125 Plan:

By contract, the Library has a flexible benefits plan that is currently administered by a third party, the Preferred Group Plan, Inc. of Albany, New York. Preferred pays claims quickly, is used by the school district for their employees, costs the Library \$ EMAILED 7/6/20 for the year and is recommended to continue as the administrator for this benefit.

Designation of third party administrator for the 403B retirement plan:

OMNI, currently utilized as the third party administrator for the employees' 403B plan, is also used by the school district, will cost the Library \$1,608 for this fiscal year and is recommended for this fiscal year.

Authorization of Certain Payments between Board Meetings:

Administration seeks approval to pay the following bills and expenses between Board meetings to meet due date requirements and avoid interest charges for utilities, lease payments, payroll and associated tax and benefit expenses. Purchases will be made in compliance with the Procurement Policy.

Re-adoption of all policies in effect during the previous fiscal year:

It is recommended that the Board readopt all policies currently in effect. **This concludes the reorganization portion of the meeting.**