

Monday July 11, 2022  
BOARD OF TRUSTEES FY REORGANIZATION MEETING, 6:30 PM  
MINUTES for FY 2023 Reorganization

This meeting will be conducted via Zoom only. It will be recorded and transcribed at a later date.  
The public is welcome to join the meeting.

**Join from your computer, tablet, or smartphone:**

<https://us02web.zoom.us/j/84932871396?pwd=c21MbnBycXVWNnZnK21pNkIvV0ZoUT09>

**You can also call in using any phone**

(646) 558-8656

**Meeting ID:** 849 3287 1396

**Passcode:** 180528

1. *Call to Order by President Gemma Tansey*
2. *Roll Call - In attendance: **President** Gemma Tansey; **Vice President** Mary Ellen Guarini; **Secretary** Robin Donovan; **Trustee** Anita LaSpina; **Director** Tara Lannen-Stanton; **Admin Asst** Jill Brennan Lessard. Absent with notice: **Trustee** Sam Pinto. Also in attendance: **Treasurer** Brian Cleary*
3. *Pledge of Allegiance – the Pledge of Allegiance was recited by all.*
4. *Oath of Office – as newly re-elected Trustee Pinto was unable to attend, the Oath will be administered at a later date.*
5. *Annual Reorganization for July 1, 2022 thru June 30, 2023*
  - a. *Nomination & Election of Officers for Fiscal Year 2023 (July 1, 2022 thru June 30, 2023)*
    - i. *President of the Board of Trustees– by a unanimous vote, Trustee Mary Ellen Guarini was elected **President**. Nominated by Trustee Tansey, seconded by Trustee Donovan. (The meeting will now be turned over to the new president)*
    - ii. *Vice President of the Board of Trustees – by a unanimous vote, Trustee Anita LaSpina was elected **Vice President**. Nominated by Trustee Guarini, seconded by Trustee Donovan.*
    - iii. *Secretary of the Board of Trustees – by a unanimous vote, Trustee Gemma Tansey was elected **Secretary**. Nominated by Trustee LaSpina, seconded by Trustee Donovan.*

NOTE: List items “b” through “u” were recited aloud by newly elected President Trustee Guarini, and voted upon as a whole. Motioned by Trustee Donovan, seconded by Trustee LaSpina, and unanimously approved.

- b. *Designation of the third Monday of every month at 7 PM for regularly scheduled meetings of the Board, subject to change for holidays and other conflicts.*
- c. *Authorization for two trustees (rotating each month) to review monthly bills*
- d. *Appointment of Brian Cleary as Library Treasurer*
- e. *Appointment of Hamburger, Maxson, Yaffe & Martingale as legal counsel*

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- f. *Appointment of RS Abrams as auditor through FY 2022. An RFP will be issued in FY 2023 for auditing services for FY 2023 thru FY 2027*
- g. *Designation of Jill Brennan Lessard as Secretary to the Board and Records Management Officer*
- h. *Designation of First National Bank of Long Island, Capital One, Chase and HSBC as the Library's banks*
- i. *Designation of Long Beach Herald as the Library's Official Newspaper*
- j. *Designation of the Long Beach Civil Service Commission as the Payroll Certifying Officer*
- k. *Designation of Library Treasurer as Investment Officer*
- l. *Designation of Salerno Insurance as insurance agent*
- m. *Designation of Utica Insurance Company as the Library's worker's compensation administrator*
- n. *Designation of Preferred Group Plan as the Library's Administrator for flexible benefits*
- o. *Designation of OMNI as the Library's administrator for employees' 403B plan*
- p. *Designation of Tara Lannen-Stanton as the Nassau Library System voting representative*
- q. *Designation of Tara Lannen-Stanton, Jill Lessard and Russell Stein as the Library employees responsible for purchasing*
- r. *Authorization of all Trustees and the Library Treasurer as signatories for financial transactions.*
- s. *Authorization of the following payments in advance of the monthly claims' audits*
  - i. *Utilities, lease payments, postage, freight and express charges*
  - ii. *Payroll and bills associated with payroll*
- t. *Establishment of petty cash fund of \$240 for FY 2023 with \$200 allocated to Main and \$20 each allocated to Point Lookout and West End*
- u. *Readoption of Policies currently in effect as of June 30, 2022*
- v. *Adjournment of Reorg Meeting – the meeting was adjourned at 6:40 p.m. **Motioned by Trustee Tansey, seconded by Trustee LaSpina, and unanimously approved.***

*The July 11, 2022 regular Board meeting will be called to order immediately after adjournment of the reorganization meeting*