

Tuesday July 11, 2023 7:30 p.m.
BOARD OF TRUSTEES REORG MEETING MINUTES

Mary Ellen Guarini, President	Tara Lannen-Stanton, Director (remotely)
Anita LaSpina, Vice President	Jakea Williamson, Asst Director
Gemma Tansey, Secretary	
Robin Donovan, Trustee	ABSENT WITH NOTICE:
	Sam Pinto, Trustee
	Jill Brennan Lessard, Admin Asst

- I. *Call to Order by President Guarini*
- II. *Roll call was taken by President Guarini*
- III. *The Pledge of Allegiance was led by Trustee Donovan and recited by all present.*
- IV. *Oath of Office was administered by Asst Director Jakea Williams and agreed to by all Trustees*
- ~~V. *Trustee Code of Conduct and Ethics Policies*~~
- VI. *Nomination & Election of Officers for FY 2024*
 1. *President of the Board of Trustees Outgoing President Trustee Guarini, nominated Trustee LaSpina; seconded by Trustee Tansey and unanimously approved.*
 - *The meeting will be turned over to the new President*
 2. *Vice President of the Board of Trustees Outgoing Vice President Trustee LaSpina, nominated Trustee Donovan; Trustee Donovan declined. Trustee LaSpina then nominated Trustee Pinto; seconded by Trustee Tansey. Trustees LaSpina, Tansey, and Guarini voted in favor; Trustee Donovan abstained.*
 3. *Secretary of the Board of Trustees Outgoing Secretary nominated Trustee Guarini, seconded by Trustee LaSpina and unanimously approved.*
- VII. *Reorganization for FY 2024 the following Reorganization items were unanimously approved as a whole; motioned by Trustee Guarini and seconded by Trustee Tansey.*
 1. *Designation of the third Monday of every month at 7PM for regularly scheduled meetings of the Board, subject to change for holidays and other conflicts*
 2. *Authorization for two trustees (rotating each month) to review monthly bills*
 3. *Appointment of Brian Cleary as Library Treasurer*
 4. *Appointment of Andrew K. Martingale of Quatela Chimeri as Library Attorney*
 5. *Appointment of RS Abrams as external auditor*
 6. *Designation of Jill Lessard as Secretary to the Board and Records Management Officer*
 7. *Designation of First National Bank of Long Island and Capital One as the Library's banks*
 8. *Designation of Long Beach Herald as the Library's Official Newspaper*
 9. *Designation of the Long Beach Civil Service Commission as the Payroll Certifying Officer*
 10. *Designation of Library Treasurer as Investment Officer*
 11. *Designation of Salerno Insurance as Insurance Broker*
 12. *Designation of Utica Insurance Company as the Library's worker's compensation administrator*

Tuesday July 11, 2023 7:30 p.m.
BOARD OF TRUSTEES REORG MEETING MINUTES

13. *Designation of Preferred Group Plan as the Library's Administrator for flexible benefits*
14. *Designation of OMNI as the Library's administrator for employees' 403B plan*
15. *Designation of Tara Lannen-Stanton as the Nassau Library System voting representative*
16. *Designation of Tara Lannen-Stanton, Jakea Williamson, Jill Lessard, and Russell Stein as the Library employees responsible for purchasing*
17. *Authorization of all Trustees and the Library Treasurer as signatories for financial transactions.*
18. *Authorization of the following payments in advance of the monthly claims' audits*
 - *Utilities, lease payments, postage, freight and express charges*
 - *Payroll and bills associated with payroll*
19. *Establishment of petty case fund*
 - *\$240 total*
 - a) *\$200 – Main Library*
 - b) *\$20 – Point Lookout Branch*
 - c) *\$20 – West End Branch*
20. *Re-adoption of Policies in effect as of June 20, 2023*

VIII. *Adjournment of FY2024 Reorganization Meeting was unanimously approved; motioned by Trustee Guarini and seconded by Trustee Tansey.*

*The July *11th 2023 Regular Board meeting will be called to order immediately following adjournment of the FY 2024 reorganization meeting.*