

Monday July 15, 2024 7pm
BOARD OF TRUSTEES REORGANIZATION MEETING MINUTES

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

- I. Call to Order **by President Anita LaSpina**
- II. Roll Call **was taken by President Anita LaSpina**
- III. Pledge of Allegiance **was led by President Anita LaSpina and recited by all present**
- IV. Board Policies **were reviewed by all Trustees**
 - a. Trustee Code of Conduct
 - b. Conflict of Interest and Ethics
 - c. Trustee Education
 - d. Open Meetings

There was a staffing issue that prevented the packet from being uploaded within 24 hours of the meeting. Once the issue was brought to the Board's attention, the packet was made available as soon as it was practicable. The Board consulted the Library Attorney who advised that it was appropriate to vote on the reorganization and open meeting agenda items.
 - e. Open Meetings Videoconferencing
- V. Nomination & Election of Officers for FY 2025
 - a. President of the Board of Trustees - **Outgoing President Anita LaSpina nominated Sam Pinto, Trustee Tansey seconded. Trustee Pinto declined and nominated Trustee Tansey, seconded by Trustee Guarini and unanimously approved.**
 - b. Vice President of the Board of Trustees **Incoming President Tansey nominated Mary Ellen Guarini, Trustee LaSpina seconded, unanimously approved.**
 - c. Secretary of the Board of Trustees **Incoming Vice President Guarini nominated Robin Donovan, Trustee LaSpina seconded, unanimously approved.**
- VI. Reorganization for FY 2024 **Trustee LaSpina motioned to accept the full reorganization packet, Vice President Guarini seconded. Trustees Tansey, Guarini, Pinto, and LaSpina voted yes. Trustee Donovan voted no.**
 - a. 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
 - b. Authorization for two trustees (rotating each month) to review monthly bills
 - c. Appointment of Kyle Zaharatos of Nawrocki Smith as Library Treasurer
 - d. Appointment of Andrew K. Martingale of Quatela Chimeri as Library Attorney
 - e. Appointment of RS Abrams as external auditor
 - f. Designation of Jill Lessard as Secretary to the Board and Records Management Officer
 - g. Designation of First National Bank of Long Island and Capital One as the Library's banks
 - h. Designation of Long Beach Herald as the Library's Official Newspaper
 - i. Designation of the Long Beach Civil Service Commission as the Payroll Certifying Officer
 - j. Designation of Library Treasurer as Investment Officer
 - k. Designation of Salerno Insurance as Insurance Broker
 - l. Designation of Utica Insurance Company as the Library's worker's compensation administrator
 - m. Designation of Preferred Group Plan as the Library's Administrator for flexible benefits
 - n. Designation of OMNI as the Library's administrator for employees' 403B plan
 - o. Designation of Tara Lannen-Stanton as the Nassau Library System voting representative
 - p. Designation of Tara Lannen-Stanton, Jakea Williamson, Jill Lessard, Ron Carroll, and Russell Stein as the Library employees responsible for purchasing
 - q. Authorization of all Trustees and the Library Treasurer as signatories for financial transactions.
 - r. 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
 - s. Establishment of petty cash fund



111 WEST PARK AVENUE
LONG BEACH, NY 11561
PHONE: 516-432-7201
EMAIL: INFO@LONGBEACHLIBRARY.ORG
WWW.LONGBEACHLIBRARY.ORG

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- i. \$240 total
 - 1. \$200 – Main Library
 - 2. \$20 – Point Lookout Branch
 - 3. \$20 – West End Branch
 - t. Re-adoption of Policies in effect as of June 30, 2023
- VII. Adjournment of FY 2024 Reorganization Meeting **Trustee Pinto motioned at 7:43 to adjourn the reorganization meeting, Vice President Guarini seconded. Unanimously approved.**