LONG BEACH PUBLIC LIBRARY
111 WEST PARK AVENUE
LONG BEACH, NY 11561
PHONE: 516-432-7201
EMAIL: INFO@LONGBEACHLIBRARY.ORG
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Monday July 14, 2025

BOARD OF TRUSTEES REORGANIZATION MINUTES

Gemma Tansey, President	Tara Lannen-Stanton, Director
Anita LaSpina, Trustee	Jakea Williamson, Asst. Director
Mary Ellen Guarini, Vice President	
Sam Pinto, Trustee	ABSENT WITH NOTICE:
Anja Schmidt-Muskin, Trustee	Robin Donovan, Secretary (term ended 6/30/2025)

I. Call to Order by **President Gemma Tansey.**

II. Roll Call **was taken by President Tansey.**

III. Pledge of Allegiance **was recited by all present.**

IV. Board Policies Review **were reviewed by all Trustees.**
   a. Revised By-Laws **Unanimously approved. Moved for approval by Trustee Guarini, seconded by Trustee LaSpina.**
   b. Trustee Code of Conduct **(acknowledgement forms signed by all Trustees)**
   c. Conflict of Interest and Ethics **(acknowledgement forms signed by all Trustees)**
   d. Trustee Education
   e. Open Meetings
   f. Open Meetings Videoconferencing

V. Nomination & Election of Officers for FY 2026
   a. President of the Board of Trustees **Outgoing President Gemma Tansey nominated Mary Ellen Guarini, Trustee Pinto seconded. Trustee Guarini accepted and unanimously approved.**
   b. Vice President of the Board of Trustees **Incoming President Guarini nominated Anita LaSpina, Trustee Schmidt-Muskin seconded, unanimously approved.**
   c. Secretary of the Board of Trustees **Incoming Vice President LaSpina nominated Gemma Tansey, Trustee Pinto seconded, unanimously approved**

VI. Reorganization for FY 2026 **Trustee Pinto motioned to accept the full reorganization packet. President Guarini seconded. Unanimously approved.**
   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
      i. FY 2026 Meeting Schedule **P. 30**
   b. Authorization for Trustees to duly audit all monthly bills
   c. Appointment of Kyle Zaharatos of Nawrocki Smith as Library Treasurer **P. 31-34**
   d. Appointment of Andrew K. Martingale of Quatela Chimeri as Library Attorney **P. 35-37**
   e. Appointment of Baldessari & Coster as external auditor **P. 38-43**
   f. Designation of Jakea Williamson as Secretary to the Board and Records Management Officer
   g. Designation of Connect One Bank (formerly First National Bank of Long Island) as the Library's bank
      i. Approval to close the Library's Capital One accounts and transfer balances **P. 44**

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to the Library's operating account at Connect One Bank
- ii. Approval to remove former Trustee Donovan as a signatory on the Library's accounts
- iii. Approval to add new Trustee Schmidt-Muskin as a signatory on the Library's accounts
- iv. Approval to add new Treasurer Kyle Zaharatos, of Nawrocki Smith, as a signatory on the Library's accounts

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, Jennifer Firth, 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
   - i. $240 total
     1. $200 – Main Library
     2. $20 – Point Lookout Branch
     3. $20 – West End Branch

t. Re-adoption of all policies in effect as of June 30, 2025

VII. Adjournment of FY 2026 Reorganization Meeting **Trustee LaSpina motioned at 7:09 to adjourn the reorganization meeting, Trustee Tansey seconded. Unanimously approved.**