111 WEST PARK AVENUE
LONG BEACH, NY 11561
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Meeting Minutes - Monday July 13th at 7pm

BOARD OF TRUSTEES REORGANIZATION MEETING

for Fiscal Year 2027 Reorganization

FY 2027 – July 1, 2026 thru June 30, 2027

NOTE: The Minutes are approved at the following month's Board meeting. Should there be any changes upon approval, the Minutes will be reprinted and reposted to the website with corrections.

Sam Pinto, President	Anita LaSpina, Trustee
Gemma Tansey, Vice President	Tara Lannen-Stanton, Director
Anja Schmidt-Muskin, Secretary	Jakea Williamson, Asst. Director
Mary Ellen Guarini, Trustee	
Leigh Crane, Trustee	

- Call to Order by **President Mary Ellen Guarini at 7:01**
- Roll Call **was taken by President Guarini.**
- Pledge of Allegiance **was recited by all present.**
- Executive Session **Unanimously approved to go into executive session at 7:03. Moved for approval by Trustee Pinto, seconded by Trustee Schmidt-Muskin. Exited executive session at 7:42 pm. No votes were taken.**
    a. Director's Evaluation
    b. Negotiations Update
- Board By-Laws and Policies Review
    a. Library 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. Open Meetings
    e. Open Meetings Videoconferencing
    f. Trustee Education
- Nomination & Election of Officers for FY 2027
    a. President of the Board of Trustees **Outgoing President Mary Ellen Guarini nominated Sam Pinto, Trustee Schmidt-Muskin seconded. Trustee Pinto accepted and unanimously approved.**
    b. Vice President of the Board of Trustees **Incoming President Pinto nominated Gemma Tansey, Trustee Guarini seconded, unanimously approved.**
    c. Secretary of the Board of Trustees **Incoming Vice President Tansey nominated Trustee Schmidt-Muskin , Trustee Guarini seconded, unanimously approved.**
- Reorganization for FY 2027
    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 **Trustee Guarini motioned to approve board meetings as amended for FY 2027. Trustee Tansey seconded. Unanimously approved.**
    b. Authorization for Trustees to duly audit all bills (biweekly payroll and monthly Board bills) **Trustee Tansey motioned to accept section b-t of the reorganization packet. Trustee Schmidt-Muskin seconded. Unanimously approved.**
    c. Appointment of Kyle Zaharatos of Nawrocki Smith as Library Treasurer

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d. Appointment of Andrew K. Martingale of Quatela Chimeri as Library Attorney
e. Appointment of Baldessari & Coster as external auditor
f. Designation of Jakea Williamson as Secretary to the Board and Records Management Officer
g. Designation of Connect One Bank as the Library's bank
    i. Approval to remove former Trustee LaSpina as a signatory on the Library's accounts
    ii. Approval to add new Trustee Crane 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 Maryann Aiello of Salerno Insurance as the Library's insurance broker. For FY 2027, the Library's insurances will be provided by: National Union/Glatfelter, AIG, Assurant, and Wright
l. Designation of Fleury Risk Group 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. All payroll related items
    ii. Utilities
    iii. Lease payments
        1. Rent for branches
        2. Leased copiers
    iv. In-district book delivery services
    v. Security guard services
    vi. Mileage reimbursement
    vii. Newspaper delivery
s. Establishment of petty cash fund
    i. $240 total

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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, 2026

- Adjournment of FY 2027 Reorganization Meeting **Trustee Guarini motioned at 7:52 to adjourn the reorganization meeting, President Pinto seconded. Unanimously approved.**