

**Island Park Public Library
176 Long Beach Road
Island Park, NY**

BOARD OF TRUSTEES MEETING

July 8, 2015 – 7:00 p.m. – Island Park Public Library

Elen Levitt called the meeting to order at 7:05 pm.

Present: Elen Levitt-President*; Joseph Pontecorvo-Vice President* (arrived at 7:25 pm); Dr. Dean Bacigalupo-Trustee; Tom McCreight-Trustee; Michael Schnall-Trustee; Jessica Koenig-Library Director; Laura Granelli-Attorney; Judy Ryan-Secretary to the Board.

Absent: MaryAnn Comuniello – Treasurer.

**Titles are based upon the election of officers during the Reorganization portion of the meeting.*

Approval of Minutes

MOTION by Trustee Dean Bacigalupo, seconded by Trustee Michael Schnall, to approve the minutes from the June 10, 2015 Board Meeting.
All aye. Motion carried

Approval of Payroll, Bills and Financial Report

MOTION by Trustee Tom McCreight, seconded by Trustee Michael Schnall, to ratify/approve the Library's payroll with a date of:
May 30, 2015 in the amount of \$22,729.91 and
June 13, 2015 in the amount of \$23,783.74.

As well as the bills relative to the:

June 30, 2015 Warrant #065 in the amount of \$23,114.72 and

July 8, 2015 Warrant #066 in the amount of \$29,599.01.

And the Financial Report dated June 30, 2015.

All aye. Motion carried.

MOTION by Trustee Michael Schnall, seconded by Trustee Tom McCreight, to approve the agreement, as submitted, with Jaspan Schlesinger LLP to serve as the Library's General and Labor counsel for the 2015-2016 fiscal year, and giving President Elen Levitt the right to sign said contract.
All aye. Motion carried.

Vice President Joseph Pontecorvo arrives at 7:25 pm.

MOTION by Trustee Michael Schnall, seconded by Trustee Tom McCreight, to ratify the signing by Director Koenig of the Simplex-Grinnell fire alarm monitoring contract for the period of 7/1/2015 through 6/30/2016.
All aye. Motion carried.

MOTION by Vice President Joseph Pontecorvo, seconded by Trustee Michael Schnall, to accept the resignation of Part-Time Cleaner Edwin Caba effective June 16, 2014.
All aye. Motion carried.

MOTION by Trustee Michael Schnall, seconded by Vice President Joseph Pontecorvo to purchase 50 new meeting room chairs at a cost of \$9,528.00 and three chair dollies at a cost of \$239.94 from Academy Furniture, both NYS contract purchases, to be paid for from the grant secured for the Library by Senator Skelos in fiscal year 2014-2015.

All aye. Motion carried.

MOTION by Trustee Michael Schnall, seconded by Vice President Joseph Pontecorvo to approve the installation of overhead ties in the adult fiction/non-fiction section for safety reasons by the A.R. Kropp Company at a cost of \$2,245, to be paid for from the grant secured for the Library by Senator Skelos in fiscal year 2014-2015.

All aye. Motion carried.

MOTION by Trustee Michael Schnall, seconded by Trustee Tom McCreight, to approve the proposal from Evan Davis to paint a “Charlotte’s Web” mural in the Children’s Room at a cost of \$850 to be paid for from the grant secured for the Library by Senator Skelos in fiscal year 2014-2015.

All aye. Motion carried.

REORGANIZATION

Election of Officers for the 2015-2016 Fiscal Year

MOTION by Trustee Dean Bacigalupo, seconded by Trustee Michael Schnall, to appoint Elen Levitt as President of the Board of Trustees for the 2015-16 fiscal year.

All aye. Motion carried.

MOTION by Trustee Michael Schnall, seconded by Trustee Tom McCreight, to appoint Joseph Pontecorvo as Vice President of the Board of Trustees for the 2015-16 fiscal year.

All aye. Motion carried.

Oaths of Office were administered to the newly elected trustee, newly elected officers, and library director.

- The Oath of Office was administered by Attorney Laura Granelli to the newly elected Trustee Joseph Pontecorvo.
- The Oath of Office was administered by Attorney Laura Granelli to the newly elected President of the Board of Trustees Elen Levitt.
- The Oath of Office was administered by Attorney Laura Granelli to the newly elected Vice President of the Board of Trustees Joseph Pontecorvo.
- The Oath of Office was administered by Attorney Laura Granelli to the Library Director Jessica Koenig.

Reorganization Consent Agenda

A. Election of Officers for the 2015-2016 Fiscal Year

B. Oath of Office

Oath of Office to be administered to the newly elected Trustee and Officers, copy of said oath to be placed on file with the Nassau County Clerk.

C. Approval of Board Meeting Date Calendar for Fiscal Year 2015-2016

RESOLVED that the Board of Trustees confirms the meeting dates for the fiscal year 2015-2016.

D. Appointment of Secretary to the Board

RESOLVED that the Board of Trustees reappoints Judy Ryan as the Secretary to the Board for the Island Park Public Library for the year 2015-2016 .

E. Appointment of the Treasurer

RESOLVED that the Board of Trustees reappoints MaryAnn Comuniello as the Treasurer for the Island Park Public Library for the year 2015-2016.

F. Designation of the Official Publication:

RESOLVED that the Board of Trustees designates The Oceanside/Island Park Herald as the official publication for the Island Park Public Library for the year 2015-2016.

G. Appointment of the Auditor

RESOLVED that the Board of Trustees appoints the firm of Baldessari & Coster as the auditors for the Island Park Public Library for the completion of the annual audit for 2015-2016.

H. Appointment of the Accountant

RESOLVED that the Board of Trustees appoints Gary Hertzan, CPA as the accountant for the library.

I. Appointment of the Attorney

RESOLVED that the Board of Trustees appoints Jaspan Schlesinger as counsel for the library.

J. Designation of the Bank Depositories

RESOLVED that the Board of Trustees designates the First National Bank of Long Island as the authorized depository for the library's monies.

K. Designation of the Authorized Signatories on Accounts

RESOLVED that the Board of Trustees designates Treasurer MaryAnn Comuniello, and Trustees Elen Levitt, Dean Bacigalupo, and Joseph Pontecorvo as the authorized signatories on the library's accounts. Checks shall require two signers if the amount of the check is greater than \$10,000.

L. Authorization of Certain Payments Between Meetings

RESOLVED that the Board of Trustees grants permission for utility bills to be paid between meetings.

M. Credit Card Authorization

RESOLVED that the Board of Trustees authorizes the Director to be in charge of the library's credit card to be used for library business-related expenditures.

N. Annual Review of Procurement Policy

RESOLVED that the Board of Trustees reaffirms the procurement policy.

O. Annual Review of Investment Policy

RESOLVED that the Board of Trustees reaffirms the investment policy.

P. Reauthorization of Library Policies

RESOLVED that the Board of Trustees reaffirms the library's policies.

Q. Petty Cash Fund

RESOLVED that the Board of Trustees authorizes the establishment of a Petty Cash Fund in the amount of \$500.

R. Permission for Transfers Between Accounts

RESOLVED that the Board of Trustees authorizes the Treasurer and the Director to make transfers between bank accounts by telephone, in person at the bank, or online in amounts up to \$50,000. Both transfers to cover bill and payroll warrants (which are automatically approved as part of the approval of warrants at the Board meeting) and transfers to cover other expenditures which were previously approved at a Board meeting are not subject to the \$50,000 threshold and do not need further Board approval.

RESOLUTION by Trustee Tom McCreight, seconded by Trustee Michael Schnall.

RESOLVED that the Board of Trustees approves all the aforementioned resolutions A. – R. on the agenda as submitted, and further authorizes the Board President to execute any and all paperwork attendant thereto on the Board's behalf.

All aye. Resolution carried.

Oath of Office for Secretary to the Library Board

The Oath of Office was administered by Attorney Laura Granelli to the Secretary to the Library Board, Judy Ryan, who was appointed as part of the reorganization consent agenda.

MOTION by Vice President Joseph Pontecorvo, seconded by Trustee Michael Schnall, to enter into executive session at 8:22 pm, to discuss the employment history and matters leading to the appointment of specific individuals.

All aye. Motion carried

EXIT EXECUTIVE SESSION:

MOTION at 8:55 pm, by Trustee Dean Bacigalupo, seconded by Vice-President Joseph Pontecorvo to exit executive session and move back into regular session.

All aye. Motion carried.

RESOLUTION by Trustee Michael Schnall, seconded by Vice President Joseph Pontecorvo.

RESOLVED that the Board of Trustees, for the purpose of fulfilling the library's operational needs, increases the hours of Chris Walsh, the Library's Cleaner appointed through Civil Service as full-time, to be up to 35 hours per week at his current hourly rate.

All aye. Resolution carried.

RESOLUTION by Trustee Dean Bacigalupo, seconded by Trustee Michael Schnall.

RESOLVED that the Board of Trustees approves the terms and conditions, as submitted, for the Library Director and further authorizes the Board President to execute the agreement on the Board's behalf.

All aye. Resolution carried.

MOTION

by Trustee Michael Schnall, seconded by Vice President Joseph Pontecorvo, to adjourn the meeting at 9:01 pm.

All aye. Motion carried

Respectfully Submitted,

Judy Ryan / Secretary to the Board

Elen Levitt / Board President