

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

BOARD OF TRUSTEES MEETING

July 13, 2016 – 7:00 p.m. – Island Park Public Library

President Elen Levitt called the meeting to order at 7:10 pm.

Present: Elen Levitt-President*, Joseph Pontecorvo-Vice President*; Dr. Dean Bacigalupo-Trustee; Thomas McCreight-Trustee; Jessica Koenig-Library Director; Laura Granelli, attorney; Joanne Cunningham, Secretary

Absent: Michael Schnall, Trustee, MaryAnn Comuniello, Treasurer

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

Approval of Minutes

MOTION by Vice President Joseph Pontecorvo, seconded by Trustee Thomas McCreight, to approve the minutes from the Board Meeting.
All aye. Motion carried

Approval of Payroll, Bills and Financial Report

MOTION by Trustee Thomas McCreight, seconded by Vice President Joseph Pontecorvo, to ratify/approve the Library's payroll with a date of:
May 28, 2016 in the amount of \$21,662.38;
June 11, 2016 in the amount of \$22,027.26; and
June 25, 2016 in the amount of \$22,099.55

As well as the bills relative to the:

Warrant #090 in the amount of \$41,548.30 dated June 30, 2016; and

Warrant # 091 in the amount of \$22,509.09 dated July 13, 2016

All aye. Motion carried.

REORGANIZATION

Election of Officers for the 2016-2017 Fiscal Year

MOTION by Vice President Joseph Pontecorvo, seconded by Trustee Dean Bacigalupo to appoint Elen Levitt as President of the Board of Trustees for the 2016-17 fiscal year.
All aye. Motion carried.

MOTION by Trustee Dean Bacigalupo, seconded by Trustee Thomas McCreight to appoint Joseph Pontecorvo as Vice President of the Board of Trustees for the 2016-17 fiscal year
All aye. Motion carried.

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

- The Oath of Office was administered by Attorney Laura Granelli to the newly elected Trustee Thomas McCreight.
- 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 Joseph Pontecorvo.
- The Oath of Office was re-administered by Attorney Laura Granelli to the Library Director Jessica Koenig.
- The Oath of Office was administered by Attorney Laura Granelli to the newly appointed Secretary to the Board Joanne Cunningham.

Reorganization Consent Agenda

- **Election of Officers for the 2016-2017 Fiscal Year**
- **Oath of Office**
- **Oath of Office to be administered to the newly elected Trustee and Officers (President, Vice-President, Director, Treasurer, Secretary to the Board), copy of said oath to be placed on file with the Nassau County Clerk.**
- **Approval of Board Meeting Date Calendar for Fiscal Year 2016-2017**
RESOLVED that the Board of Trustees confirms the meeting dates for the fiscal year 2016-2017.
- **Appointment of Secretary to the Board**
RESOLVED that the Board of Trustees appoints Joanne Cunningham as the Secretary to the Board for the Island Park Public Library for the year 2016-2017 .
- **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 2016-2017.
- **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 2016-2017.
- **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 2016-2017.
- **Appointment of the Accountant**
RESOLVED that the Board of Trustees appoints Gary Hertzan, CPA as the accountant for the library.
- **Appointment of the Attorney**
RESOLVED that the Board of Trustees appoints Jaspan Schlesinger as counsel for the library.
- **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.

- **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.
- **Authorization of Certain Payments Between Meetings**
RESOLVED that the Board of Trustees grants permission for utility bills to be paid between meetings.
RESOLVED that the Board of Trustees grants permission for the health insurance bill to be paid between meetings and to require only one signature on that check.
- **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.
- **Annual Review of Procurement Policy**
RESOLVED that the Board of Trustees reaffirms the procurement policy.
- **Annual Review of Investment Policy**
RESOLVED that the Board of Trustees reaffirms the investment policy.
- **Reauthorization of Library Policies**
RESOLVED that the Board of Trustees reaffirms the library's policies.
- **Petty Cash Fund**
RESOLVED that the Board of Trustees authorizes the establishment of a Petty Cash Fund in the amount of \$400.
- **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 Thomas McCreight, seconded by Trustee Dean Bacigalupo.

RESOLVED that the Board of Trustees approves all the aforementioned resolutions 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.

MOTION by Vice President Joseph Pontecorvo, seconded by Trustee Thomas McCreight to approve the Policy on Public Use of the Internet and Internet Safety. As required

by the Children's Internet Protection Act, a public hearing was held during the meeting.

All aye. Motion carried.

RESOLUTION

by President Joseph Pontecorvo, seconded by Trustee Thomas McCreight to approve the dissolution of the ALIS Corporation and to appoint Jessica Koenig to cast the vote on the Board's behalf in September:

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Island Park Public Library, upon due consideration of the proposed By-Laws amendment and proposed Plan of Dissolution, hereby resolves to vote [in favor or against] said proposals; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby appoints Library Director Jessica Koenig as its representative at the meeting of the Directors of ALIS Member Libraries on September 15, 2016, and any adjourned date thereafter, and directs her to cast a vote on behalf of the Island Park Public Library in accordance with the Board's determination as stated above.

All aye. Motion carried.

MOTION

by Trustee Thomas McCreight, seconded by Trustee Dean Bacigalupo to approve the agreement, as submitted, with Jaspens Schlesinger LLP to serve as the library's General and Labor counsel for the 2016-2017 fiscal year, and giving President Elen Levitt the right to sign said contract.

All aye. Motion carried.

MOTION

by Trustee Dean Bacigalupo, seconded by Vice President Joseph Pontecorvo to ratify the signing by Director Koenig of the 2016-2017 auditors' contract with Baldessari and Coster .

All aye. Motion carried.

MOTION

by Vice President Joseph Pontecorvo, seconded by Trustee Thomas McCreight to ratify the repair of the back alley fence by Family Fence for \$450.00.

All aye. Motion carried.

MOTION

by Trustee Thomas McCreight, seconded by Vice President Joseph Pontecorvo to accept the donation in the amount of \$2,250 from the Island Park Faculty Association.

All aye. Motion carried.

MOTION

by Vice President Joseph Pontecorvo, seconded by Trustee Thomas McCreight to approve payment of the invoice in the amount of \$1,800. From The Facilities Management Group.

All aye. Motion carried.

MOTION by Trustee Thomas McCreight, seconded by Vice President Joseph Pontecorvo to approve the elevator and dumbwaiter maintenance contract with Island Elevator in the amount of \$2,244 for the elevator and \$412 for the dumbwaiter.

All aye. Motion carried

MOTION by Vice President Joseph Pontecorvo, seconded by Trustee Thomas McCreight to approve the HVAC Maintenance Contract with Inter-County Mechanical in the amount of \$5,188.

All aye. Motion carried

MOTION by Vice President Joseph Pontecorvo, seconded by Trustee Dean Bacigalupo to approve the Fire Alarm Monitoring and Maintenance Contract in the amount of \$3952.66 and the Fire Extinguisher Contract in the amount of \$1059.50 with Simplex Grinnell.

All aye. Motion carried

MOTION by Trustee Dean Bacigalupo, seconded by Trustee Thomas McCreight to approve the appointment of Tyrell Carr as Substitute Cleaner, part-time, at a rate of \$12.00 per hour, pending Civil Service approval.

All aye. Motion carried.

ENTER EXECUTIVE SESSION:

MOTION by Vice President Joseph Pontecorvo, seconded by Trustee Dean Bacigalupo, to enter into Executive Session to discuss a contract issue. Time was 7:55 pm.

All aye. Motion carried

EXIT EXECUTIVE SESSION:

MOTION at 8:58 pm, by Vice President Joseph Pontecorvo, seconded by Trustee Dean Bacigalupo to exit executive session and move back into regular session.

All aye. Motion carried.

MOTION by Vice President Joseph Pontecorvo, seconded by Trustee Dean Bacigalupo to accept the side letter regarding the full-time cleaner position.

All aye. Motion carried.

MOTION by Vice President Joseph Pontecorvo to adjourn the meeting at 9:09 pm.

All aye. Motion carried

Respectfully Submitted,

Joanne Cunningham/ Secretary to
the Board

Elen Levitt / Board President

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 the corrections.