

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

**BOARD OF TRUSTEES MEETING
July 17, 2023 – 5:00 p.m.**

Joseph Pontecorvo called the meeting to order at 5:01 pm.

Present: Joseph Pontecorvo-President; Dr. Dean Bacigalupo-Vice President; John J. Byrne-Trustee; Thomas McCreight-Trustee; Jessica Koenig-Library Director; Ian Smith-Assistant Library Director; Larry Tenenbaum-Attorney; Joanne Cunningham-Secretary; RoseAnn Licari-Treasurer.
Absent: Michael Schnall-Trustee.

MOTION by Joseph Pontecorvo, seconded by Thomas McCreight, to appoint Dr. Dean Bacigalupo to chair the meeting.
All aye. Motion carried 4-0.

REORGANIZATION

Election of Officers for the 2023-2024 Fiscal Year

MOTION by Dr. Dean Bacigalupo, seconded by Thomas McCreight to elect Joseph Pontecorvo as President of the Board of Trustees for the 2023-24 fiscal year.
All aye. Motion carried 4-0.

MOTION by Joseph Pontecorvo, seconded by John J. Byrne to appoint Dr. Dean Bacigalupo as Vice President of the Board of Trustees for the 2023-24 fiscal year
All aye. Motion carried 4-0.

**Reorganization Consent Agenda
2023-2024**

Oath of Office

Oaths of Office were administered to the newly-elected Trustee and newly-elected Officers.

- The Oath of Office was administered by the Mayor of the Village of Island Park Michael McGinty to the newly-elected Trustee John J. Byrne, to the newly-elected President Joseph Pontecorvo, and to the newly-elected Vice President Dean Bacigalupo.
- The Oath of Office was administered by Attorney Larry Tenenbaum to the Library Director Jessica Koenig, Assistant Library Director Ian Smith, Treasurer RoseAnn Licari and to the Secretary to the Board Joanne Cunningham.

Approval of Board Meeting Date Calendar for Fiscal Year 2023-2024

RESOLVED that the Board of Trustees confirms the meeting dates for the fiscal year 2023-2024:

**July 17
August 9
September 13**

**January 10
February 7
March 13**

October 11
November 8
December 13

April 17
May 8
June 5

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 2023-2024.

Appointment of Secretary Pro Tem in the Absence of the Secretary to the Board

RESOLVED that the Board of Trustees appoints Jessica Koenig as Secretary Pro Tem in the absence of the Secretary to the Board for the year 2023-24.

Appointment of the Treasurer

RESOLVED that the Board of Trustees reappoints RoseAnn Licari as the Treasurer for the Island Park Public Library for the year 2023-2024.

Designation of the Official Publications:

RESOLVED that the Board of Trustees designates The Oceanside/Island Park Herald and the Long Island Tribune as the official publications for the Island Park Public Library for the year 2023-2024.

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 2023-2024 and approves the engagement letter to be signed by the President or Vice President of the Board.

Appointment of the Attorney

RESOLVED that the Board of Trustees appoints Jaspan Schlesinger Narendran as legal counsel for 2023-24 for the Island Park Public Library and approves the signing of the engagement letter by the President or Vice President of the Board.

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 RoseAnn Licari, and Trustees Joseph Pontecorvo, Dean Bacigalupo, and Thomas McCreight 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 and dental insurance bills to be paid between meetings and to require only one signature on the health insurance check.

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

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

RESOLVED that the Board of Trustees grants permission for the credit card bill to be paid between meetings.

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 of Goods and Services Policy and Regulation:

RESOLVED that the Board of Trustees reaffirms the Procurement of Goods and Services Policy and Regulation as amended.

Annual Review of Investment Policy

RESOLVED that the Board of Trustees reaffirms the Investment Policy.

Annual Confirmation of Conflict of Interest Policy and Signing of Conflict of Interest Statement

RESOLVED that the Board of Trustees reaffirms the Library's Conflict of Interest Policy.
(Each Trustee shall sign the Conflict of Interest Statement annually.)

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.

Approval of Salary Plan

RESOLVED that the Board of Trustees approves the Salary Plan for 2023-24.

RESOLUTION by Joseph Pontecorvo, seconded by Thomas McCreight:

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

All aye. Motion carried 4-0.

END OF REORGANIZATION, REGULAR MEETING RECONVENED 5:32 PM.

Approval of Minutes

MOTION by John J. Byrne-Trustee, seconded by Thomas McCreight-Trustee to approve the minutes of June 14, 2023.

All aye. Motion carried 4-0.

Approval of Bills, Warrants, Payrolls, and Financial Report:

MOTION by Thomas McCreight-Trustee, seconded by Joseph Pontecorvo-President, to approve the bills, warrants, payrolls and financial report:

Warrant # 167 dated June 30, 2023 in the amount of \$24,340.10,

Warrant #168 dated July 17, 2023 in the amount of \$51,421.30.

All aye. Motion carried 4-0.

MOTION by Joseph Pontecorvo-President, seconded by John J. Byrne-Trustee, to ratify *nunc pro tunc* the signing of the engagement letter for Baldessari & Coster as the auditors for the Island Park Public Library for the completion of the annual audit for the year 2022-23.

All aye. Motion carried 4-0.

MOTION by Joseph Pontecorvo-President, seconded by John J. Byrne-Trustee to renew the lease with LDI Color Toolbox for the Canon Copiers and to permit the Library Director to execute any and all paperwork attendant thereto.

All aye. Motion carried 4-0.

ENTER EXECUTIVE SESSION:

MOTION at 5:49 pm, by Joseph Pontecorvo-President, seconded by Thomas McCreight-Trustee, to enter into Executive Session to discuss the employment history of specific individuals.

All aye. Motion carried 4-0.

EXIT EXECUTIVE SESSION:

MOTION at 6:20 pm, by Joseph Pontecorvo-President, seconded by Thomas McCreight-Trustee to exit executive session and move back into regular session.

All aye. Motion carried 4-0.

ADJOURNMENT:

MOTION by Joseph Pontecorvo-President, seconded by Thomas McCreight-Trustee, at 6:21 p.m. to adjourn the meeting.

All aye. Motion carried 4-0.

Respectfully Submitted,

Joanne Cunningham/Secretary

Joseph Pontecorvo /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.