

BAY SHORE-BRIGHTWATERS PUBLIC LIBRARY
MINUTES OF THE
REORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
Held JULY 29, 2019
7:00 pm

Present

Mrs. Diane Hartill, Vice-President
Mrs. Frances Bell, Secretary
Mr. Francis Pooley, Finance Officer
Mrs. Joan Mason-Dollmann, Trustee

Absent

Dr. Richard Harmond, President

Also present, Michael Squillante, Director; Janet Anderson, Business Manager

Call to Order

Ms. Hartill called the meeting to order at 7:00 pm

Nomination and Election of Board Officers

There was a motion to nominate Ms. Hartill to the office of President. (Pooley, Bell; unanimous).

There was a motion to nominate Mrs. Bell to the office of Vice-President. (Mason-Dollmann, Pooley; unanimous)

There was a motion to nominate Mr. Pooley to the office of Secretary. (Bell, Mason-Dollmann; unanimous)

There was a motion to nominate Ms. Mason-Dollmann, to the office of Financial Officer. (Pooley, Bell; unanimous)

Administration of Oaths of Office

The Oath of Office was administered to Dr. Harmond earlier in the day for a five-year term on the Board of Trustees.

The Oath of Office was administered to Ms. Hartill for a two-year term on the Board of Trustees.

Conflict of Interest – Annual Statements of Compliance

Members of the Board completed and signed the Annual Statements of Compliance with the Library's Conflict of Interest Policy.

Official Appointments

There was a motion to designate the following appointments: (Pooley, Mason-Dollmann; unanimous)

- Treasurer – Roseanne Albanese
- Counsel – Hamburger, Maxson, Yaffee, and McNally, LLP
- Accountant – Baldessari and Coster, LLP
- Banks – US Bank, Capital One, Sterling Nation, First National Bank of Long Island, People’s United Bank, Bridgehampton National Bank, TD Bank.
- Official Newspapers – Islip Bulletin (when a second newspaper is required, South Bay Neighbor will be used.)

Library Funds Assignment

The Director assigned Library Funds as follows:

Interior Renovation	88,000.00
Parking Lot Renovation	250,000.00
Compensated Absences	26,000.00
Unemployment	26,000.00
Future Retirement Costs	410,000.00
Post Retirement Health Insurance Benefits	2,150,000.00

Records Retention Officer

There was a motion to appoint Ms. Janet Anderson as the Records Retention Officer. (Bell, Mason-Dollmann; unanimous)

Long Range Goals

The Library’s Long Range Goals were reviewed.

Library Policy Manual

The Board approved the Library’s Policy manual. (Hartill, Pooley; unanimous)

Employee Handbook

The Board approved the Library’s Employee Handbook. (Bell, Pooley; unanimous)

Adjournment

There being no further business, the meeting was adjourned at 7:15pm.

