

PLAINEDGE PUBLIC LIBRARY
Minutes of the Annual Reorganization Meeting of the
Board of Trustees
July 01, 2020
(via Zoom)

PRESENT

Ellen F. Ryder, Trustee
Laura Oden-Bell, Trustee
Ann Doxsey, Trustee
Michael Giris, Trustee
Doreen Oliver, Trustee

Michele Lipson, Director
Michael Dietz, Systems Integrator
Diana Weir, Personnel Clerk and Secretary to the Board

GUEST: Geralyn Chicoine, Treasurer

Ellen Ryder called the meeting to order at 7:05 PM and led the Pledge of Allegiance.

Acceptance of the Result of the 2020/2021 District Election of Library Trustee

RESOLVED, that the Board of Trustee of the Plainedge Public Library accepts the results of the 2020/2021 District Election of Library Trustee, Ellen Ryder.

RESOLVED, that the Board of Trustees of the Plainedge Public Library appoints Ellen Ryder, to the Board of Trustees for a term of five (5) years commencing July 1, 2020.

Nomination of Officers for the 2019/2020 Fiscal Year

A motion was made by Doreen Oliver, and seconded by Laura Oden-Bell, to appoint Ellen Ryder to serve as President of the Plainedge Library Board of Trustees for the 2020/2021 Fiscal Year. Motion passed, Ann Doxsey opposed.

A motion was made by Ellen Ryder, and seconded by Michael Giris to appoint Laura Oden-Bell to serve as Vice President for the 2020/2021 Fiscal Year. Motion passed, Ann Doxsey opposed.

Oath of Office

The Oath of Office was delivered by Michele Lipson to all Trustees. Michele Lipson delivered the oath to Geralyn Chicoine, Treasurer. All Oath of Office signature cards will be sent to Maureen O'Connell, Nassau County Clerk.

Designation of Secretary to the Board of Trustees

RESOLVED, that the Board of Trustees appoints Diana Weir to serve as Secretary to the Board of Trustees. In the absence of Diana Weir, Michele Lipson will serve as Substitute Secretary to the Board of Trustees. In the absence of both, the Board appoints Michael Dietz to serve as Substitute Secretary to the Board of Trustees for the 2020/2021 Fiscal Year.

A motion was made by Michael Giris, and seconded by Ann Doxsey, to accept Diana Weir as Secretary to the Board. Unanimously accepted.

Determination of Dates of Monthly Meetings of the Board of Trustees for the fiscal year 2020/2021

RESOLVED, that the Trustees will hold a regular monthly meeting on the third (3rd) Monday of each month, except for July and August. A brief regular July 2020 Board Meeting will be held directly after the Annual Reorganization Meeting. An August 2021 Board Meeting will not be held, except if a Special Meeting is requested by the President of the Board or Library Director, at which time a special meeting will be called by the President. January and February Board Meetings will be held on Wednesdays, because of conflicting annual holidays. The dates and times of all Board Meetings will be properly posted and announced. The Board will hold an Annual Reorganization Meeting on or about July 1, 2021.

September 21, 2020

October 19, 2020

November 16, 2020

December 21, 2020

January 22, 2021 (Wed., because of MLK)

February 17, 2021 (Wed., because of Presidents Day)

March 15, 2021

April 19, 2021

Budget Hearing - May 10, 2021

May 19, 2021 (Budget Vote is on May 18, 2021)

June 21, 2021

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver, to accept the Resolution for the Determination of dates of the Monthly Meetings of the Board of Trustees for the Fiscal Year 2020/2021, the third Monday of each month at 7:00 PM.

Determination of Dates for the Annual Library Budget Hearing and Library Budget Vote for the 2021/2022 Fiscal Year

RESOLVED, that the date of the annual Budget Hearing will be held as required by law 7 to 14 days prior to the annual Library Budget Vote. The Budget Hearing will be held on Monday, May 10, 2021 at 7:00 PM.

Further RESOLVED, that the date for the annual Library Budget Vote will be held on Tuesday, May 18, 2021.

A motion was made by Michael Giris, and seconded by Laura Oden-Bell, to accept the Resolution for the date Monday, May 10, 2021 for the annual Library Budget Hearing for the Fiscal Year 2021/2022 and for the date Tuesday, May 18, 2020 for the annual Library Budget Vote for Fiscal Year 2021/2022.

Designation of Depository Bank

RESOLVED, that the Board of Trustees designates First National Bank of Long Island as a depository of Library funds in compliance with the Investment Policy of the Library for the 2020/2021 Fiscal Year.

A motion was made by Michael Giris, and seconded by Laura Oden-Bell, to accept the Resolution for the Designation of Depository Bank designating First National Bank of Long Island for the 2020/2021 Fiscal Year.

Designation of Bank Signatures

RESOLVED, that the Board of Trustees collectively appoint each Trustee as authorized signatories on warrants and expense checks. The Board further resolves to require the signature of either (2) Trustees on warrants and expense checks or the Library Treasurer, and (1) signature of a Library Trustee. On paychecks, and the Library's Trust Account, one (1) signature, that of Library Treasurer, or one (1) Trustee's signature will be required. The Director is further authorized to act as an agent to conduct bank transfers, on behalf and for the Library, for the 2020/2021 Fiscal Year.

A motion was made by Ann Doxsey, and seconded by Doreen Oliver, to accept the Resolution for the Designation of Bank Signatures for the 2020/2021 Fiscal Year.

Appointment of Library Accountant and Auditor

RESOLVED, that the Board of Trustees appoint the firm of Baldessari & Coster LLP, Albert Coster, CPA, as the auditor and accountant for the Plainedge Public Library for the 2020/2021 Fiscal Year, at an annual fee of \$9,900.00.

A motion was made by Laura Oden-Bell, and seconded by Michael Giris, to accept the Resolution for the appointment of Baldessari & Coster LLP, Albert Coster, CPA, Library auditor and accountant for the 2020/2021 Fiscal Year at an annual fee of \$9,900.00.

Appointment of Library Treasurer

RESOLVED, that the Board of Trustees appoints Geralyn Chicoine as the Treasurer for the Plainedge Public Library at an annual stipend of \$2200.00 for the 2020/2021 Fiscal Year.

A motion was made by Laura Oden-Bell, and seconded by Ann Doxsey, to accept the Resolution for the appointment of GERALYN CHICOINE as the Library Treasurer with an annual stipend of \$2200.00 for the 2020/2021 Fiscal Year.

Appointment of Library Labor Consultant

RESOLVED, that the Board of Trustees appoints John Regan as the Library Labor Consultant and Labor Negotiator for the 2020/2021 Fiscal Year at an annual fee of \$3,600.00.

A motion was made by Ann Doxsey, and seconded by Michael Giris, to accept the Resolution for the appointment of John Regan as the Library Labor Consultant and Negotiator for the 2020/2021 Fiscal Year at an annual fee of \$3,600.00.

Appointment of Library Attorney

RESOLVED, that the Board of Trustees appoints the law firm of Bee Ready Fishbein Hatter and Donovan, LLP as attorneys for the Library for the 2020/2021 Fiscal Year at an annual fee of \$6,000.00.

A motion was made by Laura Oden-Bell, and seconded by Ann Doxsey, to accept the Resolution to appoint the firm of Bee Ready Fishbein Hatter and Donovan, LLP, as Library Attorneys for the 2020/2021 Fiscal Year at a fee of \$6,000.00.

Designation of Newspapers for Publication of Legal Notices

RESOLVED, that the Board of Trustees designates Massapequa Post as the newspaper for the official publication of legal notices for the 2020/2021 Fiscal Year.

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to accept the Resolution designating the Massapequa Post as the official newspaper for the publication of legal notices for the 2020/2021 Fiscal Year.

Designation of Director with Authority to Open Sealed Bids

RESOLVED, that the Board of Trustees appoints Michele Lipson, Library Director, together with Michael Dietz, Systems Integrator, with the authority to open sealed bids during the 2020/2021 Fiscal Year. In the event that one of them isn't available, Diana Weir has the authority to act as the second person, to open sealed bids. Members of the Board are also eligible to act as this additional person.

A motion was made by Laura Oden-Bell, and seconded by Michael Giris, to accept the Resolution to designate the Library Director, together with Michael Dietz, Systems Integrator, with the authority to open sealed bids during the 2020/2021 Fiscal Year.

Designation of Personnel Clerk/Secretary to the Board with Authority to Record Sealed Bids

RESOLVED, that the Board of Trustees appoints Diana Weir, Personnel Clerk/Secretary to the Board, with the authority to record sealed bids at the time of opening during the 2020/2021 Fiscal Year.

A motion was made by Ann Doxsey, and seconded by Doreen Oliver, to accept the Resolution to designate the Diana Weir, Senior Library Clerk/Secretary to the Board, with the authority to record sealed bids at the time of opening during the 2020/2021 Fiscal Year.

Authorization of Grant Applications

RESOLVED, that the Board of Trustees authorizes the Director to make applications for grant funding for the 2020/2021 fiscal year.

A motion was made by Ann Doxsey, and seconded by Michael Giris, to accept the Resolution to authorize Director to make grant applications during the 2020/2021 Fiscal Year.

Authorization of Certain Payments between Board Meetings

RESOLVED that the Board of Trustees authorizes the payment of the following bills and expenses between Board meetings in order to meet due date requirements: credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses; The Board will approve such payments at the next regular Board Meeting.

And be it further RESOLVED that the Board of Trustees authorizes the bank signatories to sign all checks required to make these payments.

A motion was made by Michael Giris, and seconded by Doreen Oliver, to accept the authorization of certain payments between Board Meetings during the 2020/2021 Fiscal Year.

A motion to adjourn the Reorganization Meeting for the Fiscal Year 2020/2021 was made by Doreen Oliver, and seconded by Laura Oden-Bell, at 7:18 PM.

Secretary's Signature Pro Temp.

Date Approved

Secretary's Initials