

Gold Coast Public Library District  
Board of Trustees  
Re-organizational Meeting  
Regular Meeting  
Wednesday, January 17, 2018  
7:30 PM  
Library Annex

Present: Trustees Benchimol, Bernesby, Henneberger, Hertlein, Kempton, Martin (from his home in FL via zoom conference), Palermo, Papiro, Ryba; Library Director Morea

Reorganizational Meeting

- I. Call to Order Library Director Morea called the meeting to order at 7:30 PM.
- II. Pledge of Allegiance
  - a. Oath of Office – Library Director Morea administered the oath of office to Trustee elects Jennine Bernesby, Craig Henneberger and Barbara Palermo Each received oath cards to sign and notarize.
  - b. Election of Officers for 2018
    - Nomination for President : Trustee Benchimol  
Nominated by Trustee Bernesby  
Second: Trustee Ryba  
Unanimous vote to elect
    - Nomination for Vice President: Trustee Ryba  
Nominated by Trustee Palermo  
Second: Trustee Bernesby  
Unanimous vote to elect
    - Nomination for Secretary: Trustee Kempton  
Nominated by Trustee Ryba  
Second: Trustee Henneberger  
Unanimous vote to elect
    - Nomination for Treasurer: Trustee Palermo  
Nominated by Trustee Bernesby  
Second: Trustee Ryba  
Unanimous vote to elect
  - c. Establish Calendar of meetings for 2018  
Regular Board meetings are on the 3<sup>rd</sup> Wednesday of the month with the following exceptions: March 28, 2018, September 12, 2018, November 14, 2018.  
Start time is 7:30 PM.
  - d. Establish Library Holidays/Closings for 2018 – see attached
  - e. Adopt existing by-laws and library policies

- f. Adopt existing personnel policies

Motion to approve c, d, e, f: Trustee Hertlein  
Second: Trustee Papiro  
Unanimous vote to approve

- g. Adopt budget and salary ranges – see attached

Motion to adopt: Trustee Palermo  
Second: Trustee Papiro  
Unanimous vote to adopt

- h. Approve bonding of the Treasurer
- i. Appoint Committees for 2018 – tabled until February meeting
- j. Designation of media outlets for legal notices – Newsday
- k. Designation of library counsel on a non-retainer basis – Jaspán Schlesinger
- l. Designation of auditor – Baldessari & Coster
- m. Designation of banks – First National of Long Island; TD Bank
- n. Designation of Insurance Agency – Montana Agency

Motion to approve h, j, k,l,m,n: Trustee Ryba  
Second: Trustee Bernesby  
Unanimous vote to approve

- o. Appoint signatories of checks (The 4 Officers)
- p. Approve payment of rent, utilities, health insurance, BA Credit Card
- q. Appoint Certifier of payroll for Civil Service – Board President Benchimol
- r. Appoint Records Access Officer – Margaret Dayre
- s. Works with the Library Director to establish and maintain the Library's Operational Archives and Manuals, including but not limited to personnel, and in responding to public requests for information, including, but not limited to FOIL requests.
- t. Appoint Purchasing Agent – Merrily Glaviano
- u. Day-to-Day Management of the Library's Financial Accounting Systems, tracks purchasing and makes purchases for items as authorized by the Library Director.
- v. Establish Amount to be held in petty cash - \$ 300
- w. Adopt IRS standard mileage rate - \$ 0.545 per mile

Motion to approve o, p, q, r, s, t, u: Trustee Henneberger  
Second: Trustee Palermo  
Unanimous vote to approve

- III. Adjourn Re-organizational meeting                      The meeting was adjourned at 7:45 PM
- IV. Call to order of Regular Board Meeting  
Board President Benchimol called the meeting to order at 7:45 PM
- V. Approval of Minutes – December 20, 2017

Motion to approve minutes as amended: Trustee Bernesby

Second: Trustee Ryba

Unanimous vote to approve as amended

VI. Treasurer's Report

Approval of warrant: checks # 10,253-10,318, dated 01/17/18, in the amount of \$ 51,151.05.

*All items on these warrants (and the invoices with other relevant documentation were reviewed and approved by a quorum of the Board including the Board President and Treasurer as well as the Gold Coast Public Library Director prior to the meeting).*

Approval of payroll:

P/R # 17-25	\$ 29,830.58
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P/R # 17-26	\$ 36,063.51
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There was no capital warrant this month.

Motion to approve payment of warrant: Trustee Palermo

Second: Trustee Papiro

Unanimous vote to approve

Motion to approve financial reports: Trustee Ryba

Second: Trustee Palermo

Unanimous vote to approve

VII. President's Report

Holiday staff recognition day

VIII. Director's Report – see attached

40 people finished the Winter Reading Challenge: special thanks to the Friends of Library for donating mugs and hot chocolate

Chair replacement still being explored

1/24/18 @ 1:00 PM Architect, Library Director, interested board members will tour American Legion

IX. Committee Reports – none

X. Public Comment – none

XI. Old Business

a. Library Director Vacation Days

Resolution: To add 5 additional vacation days to Library Director's annual vacation package for a total of 20 vacation days starting in 2018.

Resolution: Trustee Ryba

Second: Trustee Bernesby

Unanimous vote to approve

XII. New Business

a. Discussion of Focus 2018

New space, new roof (construction grant?), expand teen/young adult offerings, evaluate staff training, review of meeting room policy, chain of command in absence of library director

Email library director with other ideas for focus 2018

XIII. Adjournment

Motion to adjourn: Trustee Martin

Second: Trustee Papiro

Unanimous vote to adjourn

The meeting was adjourned at 8:35 PM

Respectfully submitted,

Amy Kempton, secretary