

BOARD OF TRUSTEES
HICKSVILLE PUBLIC LIBRARY
HICKSVILLE, NEW YORK 11801

REORGANIZATION MEETING

WEDNESDAY, JULY 10, 2024
ADMINISTRATION BUILDING
7:30 P.M.

CALL TO ORDER

The reorganization meeting of the Hicksville Public Library Board of Trustees was called to order by President Joanne Curran Perrucci at 7:32 pm. Those present were: Mrs. D'Antonio, Mrs. Guida, Mrs. Blitz, Ms. Acosta, Mr. Tenenbaum (counsel), Ms. Pichardo-Lloyd (treasurer), and Mrs. Kwas (recording secretary). Mr. Munozospina was absent with prior notice. Also present was Mr. Joe Gangemella.

PLEDGE OF ALLEGIANCE

RECOMMENDED ACTIONS RE: REORGANIZATION MEETING

- 1.1 Oath of office administered to elected Board Member, Mrs. Curran Perrucci.
- 1.2 Mr. Larry Tenenbaum was appointed temporary Chairperson for the purpose of electing Officers.
- 1.3 Mrs. Guida made a motion to nominate Mrs. Curran Perrucci as President; seconded by Mrs. D'Antonio. It was carried unanimously.

Mrs. Guida made a motion to nominate Mrs. Mary D'Antonio as Vice President; seconded by Mrs. Blitz. It was carried unanimously.

Mrs. Guida made a motion to nominate Mrs. Joan Blitz as Secretary; seconded by Mrs. D'Antonio. It was carried unanimously.

The elected officers are: Joanne Curran Perrucci - President, Mary D'Antonio - Vice-President, and Joan Blitz - Secretary; carried unanimously. All elected officers were administered the oath of office.

Mrs. Guida will come in each month for check verification of the expenditures on the warrant.

- 1.4 Mrs. Guida made a motion, seconded by Mrs. D'Antonio, to appoint the law firm of Jaspan, Schlesinger, Narendran LLP as counsel to the Board, effective July 1, 2024, at an annual retainer of \$12,000, with legal services outside the scope of non-adversarial general legal services to be billed at \$240.00 per hour for attorneys and \$140 per hour for paralegals/legal assistants; carried unanimously.

Mrs. D'Antonio made a motion, seconded by Mrs. Guida, to appoint Ms. Aimee Pichardo-Lloyd to the position of Treasurer of the Board of Trustees, effective July 1, 2024 at a monthly service fee of \$1,350.00. It was carried unanimously.

Mrs. Guida made a motion, seconded by Mrs. Curran Perrucci, to appoint Baldessari & Coster LLP as an Independent Auditor for an audit and related services for fiscal year ending June 30, 2024 not to exceed \$13,600.00. It was carried unanimously.

- 1.5 Oath of office administered to Library Treasurer, Ms. Aimee Pichardo-Lloyd.

- 1.6 Appointment of Committees:

Mrs. Curran Perrucci made a motion, seconded by Mrs. Guida Strategic Planning Committee: Mary D'Antonio and Erin Guida; it was carried unanimously.

Mrs. D'Antonio made a motion, seconded by Mrs. Guida Building Committee: Carlos Munozospina and Joanne Curran Perrucci; it was carried unanimously.

Mrs. D'Antonio made a motion, seconded by Mrs. Guida Finance Committee: Erin Guida and Joan Blitz; it was carried unanimously.

- 1.7 Mrs. D'Antonio made a motion, seconded by Mrs. Curran Perrucci; carried unanimously to establish petty cash funds in the amount of \$600, to be replenished each month to maintain \$600 per month, with \$150 for the cash register, and \$450 regular petty cash.

- 1.8 Mrs. Guida made a motion, seconded by Mrs. Blitz, to authorize the Library Director and/or Acting Library Director to open and publicly read bids for the Hicksville Public Library; carried unanimously.

- 1.9 Mrs. D'Antonio made a motion, seconded by Mrs. Guida, to designate the Nassau Observer and/or the Mid Island Times as newspapers to receive legal notices for publication.

- 1.10 Mrs. Guida made a motion, seconded by Mrs. Curran Perrucci, that the following resolution with respect to designation of banks as depositories be adopted:

BE IT RESOLVED, that the following banks be designated as depositories of the Hicksville Public Library:

1. First National Bank of Long Island
2. Paypal
3. TD Bank

BE IT FURTHER RESOLVED, that the Library fund in said depositories are subject to withdrawal on checks signed by two of the following: President of the Board of Trustees, Secretary of the Board of Trustees, and Treasurer; and

BE IT FURTHER RESOLVED that in the absence or inability of the President or Secretary, the Vice-President of the Board of Trustees is authorized to sign; and

BE IT FURTHER RESOLVED that all signatures may be affixed manually; and

BE IT FURTHER RESOLVED, that checks on the Payroll Account may be signed manually by the Secretary of the Board or Library Treasurer signing alone; and

BE IT FURTHER RESOLVED, that in the absence or inability of the Treasurer, the President of the Board of Trustees or Secretary of the Board is authorized to sign; and

BE IT FURTHER RESOLVED, that savings accounts will be subject to withdrawal upon the manual signature of the Treasurer signing alone.

- 1.11 Mrs. Guida made a motion, seconded by Mrs. Blitz, approving Roseann Acosta as authorizing officer to the Corporate Credit Accounts; carried unanimously.

Mrs. Guida made a motion, seconded by Mrs. D'Antonio, that the following resolution numbers 1.12 through 1.17 be approved; carried unanimously.

- 1.12 BE IT RESOLVED, that the Library Director/Acting Director is hereby authorized to make transfer and expenditures up to a limit of \$5,000 within and between unit appropriations as prescribed by regulations of the Commissioner of Education unless an issue relating to the health or safety to the library arises

- 1.13 BE IT RESOLVED, that the Board of Trustees hereby readopts and reaffirms the Library's Bylaws and Policies.
- 1.14 BE IT RESOLVED, that the Board of Trustees hereby designates Deborah Kwas as the Clerk of the Board of Trustees, at a monthly stipend of \$300, and BE IT RESOLVED, that the Board Secretary is hereby authorized to delegate to such Clerk the responsibility and duty to take minutes of meetings of the Board of Trustees.
- 1.15 BE IT RESOLVED, that the Board of Trustees hereby approves a mileage reimbursement rate for employees who are required to travel in their personal vehicles for Library business, based on the then-current IRS authorized mileage rate.
- 1.16 BE IT RESOLVED, that the Board of Trustees hereby authorizes the following payments in advance of a Board meeting or audit of claims. Such payments require the prior approval of the Board President (or in his or her absence or inability, the Board Vice President), the Treasurer and the Library Director. In addition, such payments are subject to prompt written notice to the Board, and further subject to ratification by the Board at the first Board meeting immediately following any such payment:
- a. Utility payments including gas or oil, water, electricity, sewer, telephone, and internet service
 - b. Payroll and associated expenses including federal and state taxes, NYSLRS payments, employee benefit expenses, union dues, 403(b) payments, and employee health, dental and vision insurance premiums.
 - c. Debt service and premiums for the Library's insurance policies.
- 1.17 BE IT FURTHER RESOLVED, that the regularly scheduled meeting of the Hicksville Public Library Board of Trustees will be the 2nd Wednesday of every month unless another or additional date(s) are set by the Board, and the community will be notified.

Budget hearing and registration - To be decided.

Budget vote and regular board meeting - To be decided.

Budget registration – To be decided.

** the vote must be held 7-14 days after the budget hearing.

1.18 ADJOURNMENT

Mrs. D'Antonio made the following motion:

BE IT RESOLVED, that the reorganization meeting of the Board of Trustees be adjourned at 7:44 p.m. Mrs. Guida seconded the motion and it was carried unanimously.

Respectfully submitted:

Deborah Kwas