

**WEST BABYLON PUBLIC LIBRARY
REORGANIZATION MEETING MINUTES
Monday, JULY 11, 2022**

Present: Rachel Scelfo
Kathryn Gambill
Andrea McGurk
Jolene Siena
Director – Nancy Evans
Attorney – Michael Vigliotta
Treasurer – Martin Del Gatto
Melany Abrahamsen, 26 Larsen Lane, West Babylon, NY 11704
Absent: Joyce Mangialino

I. The meeting was called to order at 6:00 pm.

II. Pledge of Allegiance was recited.

III. Motion to elect Reorganization Meeting Chairperson.

On a motion by Rachel Scelfo, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to elect Michael Vigliotta as Reorganization Meeting Chairperson.

IV. Administration of Constitutional Oath of the State of New York.

Michael Vigliotta administered the Constitutional Oath of the State of New York to Jolene Siena.

V. Election of Officers.

Election of officers was tabled until the July 25, 2022 Board meeting.

VI. Appointment of Committee Chairpersons

Appointment of committee chairpersons was tabled until the July 25, 2022 Board meeting.

VII. Motion to approve the West Babylon Public Library Budget for Fiscal Year 2022 - 2023.

On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to approve the West Babylon Library Budget for the Fiscal Year 2022 - 2023.

VIII. Motion to designate the Library Director as Clerk for the Annual Budget Vote and Election.

On a motion by Rachel Scelfo, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to designate the Library Director as Clerk of the Annual Budget Vote and Election

- IX. Motion to appoint Martin Del Gatto as Treasurer of West Babylon Public Library with an annual fee of \$5,600.00.

On a motion by Andrea McGurk, seconded by Rachel Scelfo, voted on and carried unanimously, it was agreed to appoint Martin Del Gatto as Treasurer of the West Babylon Public Library at an annual fee of \$5,600.00.

- X. Motion to appoint the firm of Volz and Vigliotta, PLLC as legal counsel to the West Babylon Public Library with an annual fee of \$5,500.00 with additional expenses as incurred.

On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to appoint the firm of Volz and Vigliotta, PLLC as legal counsel to the West Babylon Public Library with an annual fee of \$5,500.00 with additional expenses as incurred.

- XI. Motion to appoint Baldessari and Coster LLP as auditor to the West Babylon Public Library with an annual fee of \$10,750.00.

On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to appoint the firm of Baldessari and Coster LLP as auditor to the West Babylon Public Library with an annual fee of \$10,750.00

- XII. Motion to appoint Joseph P. Price and Cook Maran as insurance broker to the West Babylon Public Library.

On a motion by Kathryn Gambill, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to appoint Joseph P. Price and Cook Maran as insurance broker to the West Babylon Public Library.

- XIII. Motion to designate JPMorgan Chase (West Babylon branch), Valley National Bank (Farmingdale branch), Capital One (Babylon branch), Citibank (Lindenhurst branch) TD Bank (West Babylon branch), HSBC, Bank of America, First National Bank of Long Island, and Webster National Bank as official depository banks of monies received by tax levy or otherwise with a maximum amount to be deposited of \$2,000,000.00 in each such bank.

On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to designate JPMorgan Chase (West Babylon branch), Valley National Bank (Farmingdale branch), Capital One (Babylon branch), Citibank (Lindenhurst branch) TD Bank (West Babylon branch), HSBC, Bank of America, First National Bank of Long Island, and Webster National Bank as official depository banks of monies received by tax levy or otherwise with a maximum amount to be deposited of \$2,000,000.00 in each such bank.

- XIV. Motion to establish a petty cash fund in the amount of \$300.00.

On a motion by Kathryn Gambill, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to establish a Petty Cash fund in the amount of \$300.00.

XV. Motion to establish change funds in the Circulation Department safe and Circulation Cash Register in the amount of \$100.00 each and Business Office safe of \$200.00.

On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to establish change funds in the Circulation Department safe and Circulation Cash Register in the amount of \$100.00 each and Business Office safe of \$200.00.

XVI. Motion to establish an Agenda for Board of Trustee meetings.

On a motion by Rachel Scelfo, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to establish an Agenda for Board of Trustee meetings.

XVII. Motion to designate the Babylon Beacon for bid announcements and Long Island Business News and Babylon Beacon as the two newspapers for the publication of legal notices of Budget Vote and Trustee Elections.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to designate the Babylon Beacon for bid announcements and Long Island Business News and Babylon Beacon as the two newspapers for the publication of legal notices of Budget Vote and Trustee Elections.

XVIII. Motion to set the automotive mileage allowance at \$0.625 a mile.

On a motion by Kathryn Gambill, seconded by Rachel Scelfo, voted on and carried unanimously, it was agreed to set the automotive mileage allowance at \$0.625 a mile.

XIX. Fund Balances Reserve Funds Policies.

XX. Motion to designate the Capital Reserve Fund in the amount of \$853,311.00.

On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to designate Capital Reserve Fund in the amount of \$853,311.00.

XXI. Motion to designate the Unused Benefit Time Payable Reserve Fund in the amount of \$165,000.00.

On a motion by Kathryn Gambill, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to designate the Unused Benefit Time Payable Reserve Fund in the amount of \$165,000.00.

XXII. Motion to designate Retiree Health Insurance Payable Reserve Fund in the amount of \$180,000.00.

On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to designate the Retiree Health Insurance Payable Reserve Fund in the amount of \$180,000.00.

XXIII. Motion to designate the Unemployment Reserve Fund in the amount of \$10,400.00.

On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to designate the Unemployment Reserve Fund in the amount of \$10,400.00.

XXIV. Motion to authorize the Financial Committee to review and approve a limited number of recurring invoices and utility statements including, but not limited to: Optimum, Chase Business Visa (or other approved credit card), Employee Meeting Registration, Library Budget Vote Workers, PSEGLI, National Grid, NYSHIP, North Fork Express, Hampton Jitney (or other Library tour company), Standard Security Life, SCWA, Verizon, Verizon Business and all bills which must be paid prior to the next Board Meeting, if necessary.

On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to authorize the Financial Committee to review and approve a limited number of recurring invoices and utility statements including, but not limited to: Optimum, Chase Business Visa (or other approved credit card), Employee Meeting Registration, Library Budget Vote Workers, PSEGLI, National Grid, NYSHIP, North Fork Express, Hampton Jitney (or other Library tour company), Standard Security Life, SCWA, Verizon, Verizon Business and all bills which must be paid prior to the next Board Meeting, if necessary.

XXV. Distribute Code of Ethics for Library Trustee, Officer, Employee and Volunteer Code of Ethics and Conflict of Interest Policy and Whistleblower Policy.

XXVI. Other – None.

XXVII. On a motion by Rachel Scelfo, seconded by Andrea McGurk voted on and carried unanimously, the Reorganization Meeting was adjourned at 6:15 pm.