

ROOSEVELT PUBLIC LIBRARY REORGANIZATION MEETING

27 WEST FULTON AVENUE

ROOSEVELT, NEW YORK 11575

Wednesday, January 11, 2023 6:15 P.M.

Agenda

I. CALL TO ORDER (8:28 p.m.)

II. PLEDGE OF ALLEGIANCE (Damia Poyser)

III. OATH OF OFFICE and SEATING OF TRUSTEE

IV. ROLL CALL

Board of Trustees

Tanya Poyser, President	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Laurette Gregory, Vice-President	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Ann Hickson, Trustee	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Gerald Smith, Sr. Trustee	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Dr. Francis Abel, Jr., Trustee	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>

Personnel

Lambert Shell, Ph.D., Director	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Stacey Smith-Brown, Department Head	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Joy Rankin, Cultural Curator	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Lawanda Williams, Esq., Attorney	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Richard Pope, Accountant	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Kim Tillman, Treasurer	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Tameka Kendrick-Bredwood, Clerk	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>

V. APPOINTMENT OF CHAIRPERSON OF REORGANIZATION MEETING

VI. ELECTIONS OF OFFICERS

i. ELECTION OF THE BOARD PRESIDENT AND VICE PRESIDENT

- VII. REORGANIZATION RESOLUTIONS**
 - A. ACCEPTANCE OF BOARD CALENDAR**
 - B. DESIGNATION OF BANK DEPOSITORIES**
 - C. APPOINTMENT OF ASSISTANT TREASURER**
 - D. DESIGNATION OF AUTHORIZED SIGNATURES**
 - E. APPOINTMENT OF AUDITOR**
 - F. APPOINTMENT OF ACCOUNTANT**
 - G. APPOINTMENT OF ATTORNEY**
 - H. APPOINTMENT OF BOARD TREASURER**
 - I. APPOINTMENT OF BOARD CLERK**
 - J. AUTHORIZATION OF PETTY CASH ACCOUNTS**
 - K. CERTIFICATION OF PAYROLL**
 - L. AUTHORIZATION OF CERTAIN PAYMENTS BETWEEN BOARD MEETINGS**
 - M. DESIGNATION OF OFFICIAL NEWSPAPER**
 - N. ESTABLISHMENT OF MILEAGE RATES**
 - O. STANDING COMMITTEES**
 - a. Personnel**
 - b. By-Laws, Policies and Procedures**
 - c. Facilities**
 - d. Budget, Finance and Grants**

VIII. ADJOURNMENT OF REORGANIZATION

REORGANIZATION

January 11, 2023

ELECTION RESOLUTION

BE IT RESOLVED, that the Roosevelt Public Library hereby accepts the election report dated December 6, 2022, submitted by **Tameka Kendrick-Bredwood**, Chief Clerk and hereby certifies said election results as follows:

Laurette Gregory 21

Write-Ins 0

Total 21

MOVED BY: FA

SECONDED BY: GS

YES: 4

NO:

ABSTAIN: 1

Administer the Oath of Officer to the new Trustee

REORGANIZATION OF THE BOARD RESOLUTIONS

V. APPOINTMENT OF CHAIRPERSON OF REORGANIZATION MEETING

VI. ELECTION OF OFFICERS

i. PRESIDENT AND VICE PRESIDENT

ELECTION OF BOARD PRESIDENT

RESOLUTION:

BE IT RESOLVED, that the Library Board of Trustees nominate Trustee Poyser to serve as an Officer and President of the Roosevelt Public Library Board of Trustees.

BE IT FURTHER RESOLVED, that the provisions of this resolution shall take effect immediately.

MOVED BY: FA

SECONDED BY: GS

YES: 4

NO:

ABSTAIN: 1

MOTION: PASSED: X **FAILED:**

Motion to Close Nominations

MOVED BY: FA

SECONDED BY: LG

YES: 4

NO:

ABSTAIN: 1

MOTION: PASSED: X **FAILED:**

ELECTION OF BOARD VICE-PRESIDENT

RESOLUTION:

BE IT RESOLVED, that the Library Board of Trustees nominate Trustee Gregory to serve as an Officer and Vice-President of the Roosevelt Public Library Board of Trustees.

BE IT FURTHER RESOLVED, that the provisions of this resolution shall take place immediately.

MOVED BY: GS **SECONDED BY:** AH **YES:** 4
NO:
ABSTAIN: 1

MOTION: PASSED: X **FAILED:**

Motion to Close Nominations

MOVED BY: AH **SECONDED BY:** FA **YES:** 4
NO:
ABSTAIN: 1

MOTION: PASSED: X **FAILED:**

REORGANIZATION RESOLUTIONS

ACCEPTANCE OF BOARD CALENDAR

BE IT RESOLVED, that consistent with Article IV, Section 1 of the By-Laws of the Roosevelt Public Library, the following shall constitute the schedule of monthly meetings of the Board of Trustees for the remainder of the year 2023. All regular meetings will be held on Wednesdays, unless otherwise posted. (*denotes as necessary)

- January 11, 2023*
- February 1, 2023*
- March 1, 2023*
- April 5, 2023*
- May 3, 2023*
- June 7, 2023*
- September 13, 2023*
- October 4, 2023*
- November 1, 2023*
- December 13, 2023*

BE IT FURTHER RESOLVED, that the provision of this resolution shall take effect immediately.

MOVED BY: LG

SECONDED BY: GS

YES: 5

NO:

ABSTAIN:

MOTION: PASSED: X **FAILED:**

B. DESIGNATION OF BANK DEPOSITORIES

BE IT RESOLVED, that the following institution be and hereby is designated as the official banking depository of the Roosevelt Public Library for the year 2023:

- *Webster Bank, N.A.*

BE IT FURTHER RESOLVED, that the provision of this resolution shall take effect immediately.

MOVED BY: AH

SECONDED BY: FA

YES: 5

NO:

ABSTAIN:

MOTION: PASSED: X **FAILED:**

APPOINTMENT OF ASSISTANT TREASURER

BE IT RESOLVED, that Trustee Smith be and hereby is appointed and designated as Assistant Treasurer of the Roosevelt Public Library for the year 2023, to act in the absence or unavailability of the Treasurer; and

BE IT FURTHER RESOLVED, that the provision of this resolution shall take effect immediately.

MOVED BY: LG

SECONDED BY: AH

YES: 4

NO:

ABSTAIN: 1

MOTION: PASSED: X **FAILED:**

DESIGNATION OF AUTHORIZED SIGNATURES

BE IT RESOLVED, that the authorized signatories for the bank accounts of the Roosevelt Public Library for the year 2023 shall be as follows:

Operating Account – Treasurer (or Assistant Treasurer) and any one Trustee (Treasurer or Assistant Treasurer as the last signature)

Payroll Account – Treasurer (or Assistant Treasurer) and any one Trustee (Treasurer or Assistant Treasurer as the last signature)

Capital NOW Account (construction project bill-paying account) – Treasurer (or Assistant Treasurer) and any one Trustee (Treasurer or Assistant Treasurer as the last signature)

AND, BE IT FURTHER RESOLVED, that only in the absence and/or unavailability of the Treasurer, checks for any or all of the foregoing bank accounts may be duly authorized and signed by the Assistant Treasurer as his/her alternate; and

BE IT FURTHER RESOLVED, that the provisions of this Resolution shall take effect immediately.

MOVED BY: FA

SECONDED BY: LG

YES: 5

NO:

ABSTAIN:

MOTION: PASSED: X **FAILED:**

APPOINTMENT OF AUDITOR

BE IT RESOLVED, that the Board of Trustees hereby appoint the firm PKF O’Connor Davies Accountants and Advisors of Hauppauge, NY as the auditors for the Roosevelt Public Library for the year 2023 at the rate set forth by the Board of Trustees pursuant to a mutually agreeable contract.

BE IT FURTHER RESOLVED, that the provision of this resolution shall take effect immediately.

MOVED BY:LG

SECONDED BY: GS

YES: 5

NO:

ABSTAIN:

MOTION: PASSED: X **FAILED:**

F. APPOINTMENT OF ACCOUNTANT

BE IT RESOLVED, that the board of trustees hereby appoint Richard Pope to serve as the independent public accountant for the Roosevelt Public Library for 2023 at a retainer of \$___/year and an hourly rate of \$_____ for services other than those included in the general retainer.

BE IT FURTHER RESOLVED, that the provisions of this Resolution shall take effect immediately.

MOVED BY: FA___

SECONDED BY: AH___

YES: 5___

NO: ___

ABSTAIN: ___

MOTION: PASSED: 5___ **FAILED:** ___

G. APPOINTMENT OF ATTORNEY

BE IT RESOLVED, that the Board of Trustees hereby appoints Lawanda Williams as counsel for the Roosevelt Public Library for 2023 at a retainer of \$___/year and an hourly rate of \$___ for services other than those included in the general retainer.

BE IT FURTHER RESOLVED, that the provisions of this Resolution shall take effect immediately.

MOVED BY: LG

SECONDED BY: AH

YES: 5

NO:

ABSTAIN:

MOTION: PASSED: X **FAILED:**

H. APPOINTMENT OF BOARD TREASURER

BE IT RESOLVED, that the Board of Trustees hereby appoints Kim Tilman as Treasurer.

BE IT FURTHER RESOLVED, that the provision of this resolution shall take effect immediately.

MOVED BY: AH

SECONDED BY: GS

YES: 5

NO:

ABSTAIN:

MOTION: PASSED: X **FAILED:**

I. APPOINTMENT OF BOARD CLERK

BE IT RESOLVED, that the Board of Trustees hereby appoints Tameka Kendrick-Bredwood as Board Clerk for the 2023 year, upon such compensation and terms as presently in effect; and

BE IT FURTHER RESOLVED, that the provisions of this resolution shall take effect immediately.

MOVED BY: FA

SECONDED BY: LG

YES: 5

NO:

ABSTAIN:

MOTION: PASSED: X **FAILED:**

J. AUTHORIZATION OF PETTY CASH ACCOUNTS

BE IT RESOLVED, that the Petty Cash Fund of the Roosevelt Public Library be and hereby is re-established for the year 2023, in the amount of \$ 100 more than last year; and

BE IT FURTHER RESOLVED, that the provisions of this Resolution shall take effect immediately.

MOVED BY: AH

SECONDED BY: LG

YES: 5

NO:

ABSTAIN:

MOTION: PASSED: X **FAILED:**

K. CERTIFICATION OF PAYROLL

BE IT RESOLVED, that the President and Vice-President of the Board of Trustees be and hereby are designated as the authorized representatives of the Roosevelt Public Library, as necessary and required for the purposes of payroll certification and all other matters, to the Nassau County Civil Service Commission for the year 2023; and

BE IT FURTHER RESOLVED, that the provisions of this Resolution shall take effect immediately.

MOVED BY: FA SECONDED BY: GS

YES: 5

NO:

ABSTAIN:

MOTION: PASSED: X FAILED:

L. AUTHORIZATION OF CERTAIN PAYMENTS BETWEEN BOARD MEETINGS

BE IT 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: payroll taxes, payroll deductions and fringe benefit expenses, utility bills, lease payments, emergency repairs, and to avoid interest charges – credit card payments.

BE IT FURTHER RESOLVED, that the provisions of this Resolution shall take effect immediately.

MOVED BY: _____

SECONDED BY: _____

YES: __

NO: __

ABSTAIN: __

MOTION: PASSED: __ **FAILED:** __

M. DESIGNATION OF OFFICIAL NEWSPAPER

BE IT RESOLVED, that the Library Board of Trustees designates the following newspaper as the official newspaper of the Roosevelt Public Library for the year 2023;

Newsday

BE IT FURTHER RESOLVED, that the provisions of this Resolution shall take effect immediately.

MOVED BY: AH

SECONDED BY: FA

YES: 3

NO: 1

ABSTAIN: 1

MOTION: PASSED: X **FAILED:**

N. ESTABLISHMENT OF MILEAGE RATES

BE IT RESOLVED, that for the year 2023, the rate of reimbursement to officials and employees of the Roosevelt Public Library in connection with the use of personal motor vehicles for official Library business, shall be the rate established by the U.S. Internal Revenue Service, from time to time, which at this date is .65.5 cents per mile.

BE IT FURTHER RESOLVED, that the provisions of this Resolution shall take effect immediately.

MOVED BY: LG

SECONDED BY: GS

YES: 5

NO:

ABSTAIN:

MOTION: PASSED: X FAILED:

O. STANDING COMMITTEES

BE IT RESOLVED, that the following standing committees of the Board of Trustees be and hereby are established for the year 2023:

Personnel

Trustee Hickson

Trustee Gregory

Board President, *ex officio*

By-Laws, Policies, and Procedures

Trustee Gregory

Trustee Smith

Board President, *ex officio*

Facilities

Trustee Abel

Trustee Hickson

Board President, *ex officio*

Budget, Finance and Grants

Trustee Abel

Trustee Smith

Board President, *ex officio*

BE IT FURTHER RESOLVED, that the provisions of this Resolution shall take effect immediately.

MOVED BY: GS

SECONDED BY: LG

YES: 5

NO:

ABSTAIN: __

MOTION: PASSED: X FAILED: __

The reorganization meeting was adjourned at 8:59 p.m. via a motion made by Trustee Abel and seconded by Vice President Gregory. All were in favor.

ROOSEVELT PUBLIC LIBRARY MONTHLY MEETING

27 WEST FULTON AVENUE

ROOSEVELT, NEW YORK 11575

Wednesday, January 11, 2023 – 6:15 P.M.

Agenda

I. Call To Order

II. Pledge of Allegiance

III. Roll Call

Board of Trustees

- | | | | | |
|--------------------------------------|---------|-------|--------|-------|
| i. Tanya Poyser, President | Present | _____ | Absent | ___ |
| ii. Laurette Gregory, Vice-President | Present | ___ | Absent | _____ |
| iii. Ann Hickson, Trustee | Present | _____ | Absent | _____ |
| iv. Dr. Francis Abel, Jr. Trustee | Present | _____ | Absent | _____ |
| v. Gerald Smith, Sr., Trustee | Present | _____ | Absent | _____ |

Personnel

- | | | | | |
|--|---------|-------|--------|-------|
| vi. Lambert Shell, Ph.D., Director | Present | _____ | Absent | _____ |
| vii. LaWanda Williams, Esq., Attorney | Present | _____ | Absent | _____ |
| viii. Kim Tilman, Treasurer | Present | _____ | Absent | _____ |
| ix. Richard Pope, Accountant | Present | _____ | Absent | _____ |
| x. Stacey Smith-Brown, Department Head | Present | _____ | Absent | _____ |
| xi. Joy Rankin, Cultural Curator | Present | _____ | Absent | _____ |
| xii. Tameka Kendrick-Bredwood, Board Clerk | Present | _____ | Absent | _____ |

IV. APPROVAL OF MINUTES

MOVED BY: _____ SECONDED BY: _____

YES: ___

NO: ___

ABSTAIN: ___

V. TREASURER'S REPORT

MOVED BY: _____ SECONDED BY: _____

**YES: __
NO: __
ABSTAIN: __**

VI. APPROVAL OF WARRANTS

MOVED BY: _____ SECONDED BY: _____

**YES: __
NO: __
ABSTAIN: __**

VII. DIRECTOR'S REPORT

VIII. ACCOUNTANT'S REPORT

IX. ATTORNEY'S REPORT

X. OLD BUSINESS

XI. NEW BUSINESS

XII. PUBLIC DISCUSSION

a. Questions, comments and concerns are limited to three minutes

XIII. ADJOURNMENT

MOVED BY: _____ SECONDED BY: _____

**YES: __
NO: __
ABSTAIN: __**

