

**ROOSEVELT PUBLIC LIBRARY REORGANIZATION MEETING**

**27 WEST FULTON AVENUE**

**ROOSEVELT, NEW YORK 11575**

**Wednesday, January 10, 2024 6:15 P.M.**

**Agenda**

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. OATH OF OFFICE and SEATING OF TRUSTEE**

**IV. ROLL CALL**

**Board of Trustees**

Tanya Poyser, President	Present <u>X</u>	Absent _____
Laurette Gregory, Vice-President	Present <u>X</u>	Absent _____
Ann Hickson, Trustee	Present <u>X</u>	Absent _____
Gerald Smith, Sr. Trustee	Present <u>X</u>	Absent _____
Dr. Francis Abel, Jr., Trustee	Present <u>X</u>	Absent _____

**Personnel**

Stacey Smith-Brown, Department Head	Present _____	Absent <u>X</u>
Joy Rankin, Cultural Curator	Present <u>X</u>	Absent _____
Lawanda Williams, Esq., Attorney	Present <u>X</u>	Absent _____
Richard Pope, Accountant	Present <u>X</u>	Absent _____
Kim Tillman, Treasurer	Present <u>X</u>	Absent _____
Tameka Kendrick-Bredwood, Clerk	Present <u>X</u>	Absent _____

**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 10, 2024**

**ELECTION RESOLUTION**

**BE IT RESOLVED**, that the Roosevelt Public Library hereby accepts the election report dated December 5, 2023, submitted by **Tameka Kendrick-Bredwood**, Chief Clerk and hereby certifies said election results as follows:

Gerald Smith, Sr.      34

Write-Ins            0

Total                34

MOVED BY: AH                      SECONDED BY: LG      YES: 3

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 **Laurette Gregory** 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: GS**

**SECONDED BY: AH**

**YES: 3**

**NO:**

**ABSTAIN: 1**

**MOTION: PASSED: X FAILED:**

**Motion to Close Nominations**

**MOVED BY: AH**

**SECONDED BY: LG**

**YES: 4**

**NO:**

**ABSTAIN:**

**MOTION: PASSED: X FAILED:**

**ELECTION OF BOARD VICE-PRESIDENT**

**RESOLUTION:**

**BE IT RESOLVED**, that the Library Board of Trustees nominate Trustee **Ann Hickson** 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:** LG                      **SECONDED BY:** GS                      **YES:** 3  
**NO:**      
**ABSTAIN:**    

**MOTION: PASSED:** X    **FAILED:**    

**Motion to Close Nominations**

**MOVED BY:** GS                      **SECONDED BY:** LG                      **YES:** 4  
**NO:**      
**ABSTAIN:**    

**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 10, 2024\*
- February 7, 2024\*
- March 6, 2024\*
- April 3, 2024\*
- May 8, 2024\*
- June 5, 2024\*
- September 4, 2024\*
- October 2, 2024\*
- November 13, 2024\*
- December 11, 2024\*

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

**MOVED BY:** GS

**SECONDED BY:** AH

**YES:** 4

**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 2024:

- *Webster Bank, N.A.*

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

**MOVED BY:** LG

**SECONDED BY:** GS

**YES:** 4

**NO:**   

**ABSTAIN:**   

**MOTION: PASSED:** X **FAILED:**



**APPOINTMENT OF ASSISTANT TREASURER**

**BE IT RESOLVED**, that Trustee Gerald Smith, Sr. be and hereby is appointed and designated as Assistant Treasurer of the Roosevelt Public Library for the year 2024, 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:**   AH  

**SECONDED BY:**   LG  

**YES:**   3  

**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 2024 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 preceding 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:** LG

**SECONDED BY:** AH

**YES:** 3

**NO:**   

**ABSTAIN:** 1

**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 2024 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:** 4

**NO:**   

**ABSTAIN:**   

**MOTION: PASSED:** X **FAILED:**

**F. APPOINTMENT OF ACCOUNTANT**

**BE IT RESOLVED**, that the board of trustees hereby appoint \_\_\_\_\_ to serve as the independent public accountant for the Roosevelt Public Library for 2024 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: AH SECONDED BY: GS**

**YES: 4**

**NO:**

**ABSTAIN:**

**MOTION: PASSED: X FAILED:**

**Tabled until next meeting.**

**G. APPOINTMENT OF ATTORNEY**

**BE IT RESOLVED**, that the Board of Trustees hereby appoints Lawanda Williams as counsel for the Roosevelt Public Library for 2024 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: GS**

**YES: 4**

**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:**   LG  

**YES:**   4  

**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 2024 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:** GS

**SECONDED BY:** AH

**YES:** 4

**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 2024, in the amount of \_\_\_\_\_ ; and

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

**MOVED BY:** LG

**SECONDED BY:** GS

**YES:** 4

**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 payroll certification and all other matters, to the Nassau County Civil Service Commission for the year 2024; and

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

**MOVED BY:** GS      **SECONDED BY:** TP

**YES:** 2

**NO:**   

**ABSTAIN:** 2

**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 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: LG**

**SECONDED BY: GS**

**YES: 4**

**NO:**

**ABSTAIN:**

**MOTION: PASSED: X 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 2024;

*Newsday*

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

**MOVED BY:** GS

**SECONDED BY:** AH

**YES:** 4

**NO:**   

**ABSTAIN:**   

**MOTION: PASSED:** X **FAILED:**

**N. ESTABLISHMENT OF MILEAGE RATES**

**BE IT RESOLVED**, that for the year 2024, 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 .67 cents per mile.

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

**MOVED BY:** LG

**SECONDED BY:** GS

**YES:** 4

**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 2024:

**Personnel**

**Trustee Hickson**

**Trustee Smith**

Board President, *ex officio*

**By-Laws, Policies, and Procedures**

**Trustee Poyser**

**Trustee Gregory**

Board President, *ex officio*

**Facilities**

**Trustee Hickson**

**Trustee Poyser**

Board President, *ex officio*

**Budget, Finance and Grants**

**Trustee Smith**

**Trustee Poyser**

Board President, *ex officio*

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

**MOVED BY: GS**

**SECONDED BY: AH**

**YES: 4**

**NO:**

**ABSTAIN:**

**MOTION: PASSED: X FAILED:**

The reorganization meeting was adjourned at 8:48 p.m. via a motion made by Trustee Hickson and seconded by Trustee Gregory. All were in favor.

MOVED BY: AH

SECONDED BY: GS

YES: 4

NO:   

ABSTAIN:   

MOTION: PASSED: X FAILED:

**ROOSEVELT PUBLIC LIBRARY MONTHLY MEETING**

**27 WEST FULTON AVENUE**

**ROOSEVELT, NEW YORK 11575**

**Wednesday, January 10, 2024 – 6:15 P.M.**

**Agenda**

**I. Call To Order 8:50 P.M.**

**II. Pledge of Allegiance**

**III. Roll Call**

**Board of Trustees**

- |                                 |                                    |
|---------------------------------|------------------------------------|
| i. Laurette Gregory, President  | Present <u> X </u> Absent <u> </u> |
| ii. Ann Hickson, Vice-President | Present <u> X </u> Absent <u> </u> |
| iii. Tanya Poyser, Trustee      | Present <u> X </u> Absent <u> </u> |
| iv. Gerald Smith, Sr., Trustee  | Present <u> X </u> Absent <u> </u> |

**Personnel**

- |   |                                    |
|---|------------------------------------|
| v. LaWanda Williams, Esq., Attorney       | Present <u> X </u> Absent <u> </u> |
| vi. Kim Tilman, Treasurer                 | Present <u> X </u> Absent <u> </u> |
| vii. Richard Pope, Accountant             | Present <u> X </u> Absent <u> </u> |
| viii. Joy Rankin, Cultural Curator        | Present <u> X </u> Absent <u> </u> |
| ix. Tameka Kendrick-Bredwood, Board Clerk | Present <u> X </u> Absent <u> </u> |

**IV. APPROVAL OF MINUTES**

**MOVED BY:  TP       SECONDED BY:  GS       YES:  4   
NO:    
ABSTAIN:**

**V. TREASURER'S REPORT**

**MOVED BY:  TP       SECONDED BY:  AH       YES:  4   
NO:    
ABSTAIN:**

**VI. APPROVAL OF WARRANTS**

**MOVED BY: GS      SECONDED BY: TP**

**YES: 4  
NO:     
ABSTAIN:**

**VII. DIRECTOR'S REPORT**

**Tabled until next meeting.**

**MOVED BY: AH      SECONDED BY: TP**

**YES: 4  
NO:     
ABSTAIN:**

**Joy Rankin-Thanks Trustee Poyser for Denim and Diamonds event success. Saints and Souls concert was also a success. Both events were drives that helped the community. Kenneth Jenkins Scholarship Fundraiser will be held. ML event on Monday in collaboration with Memorial Presbyterian Church. Right to Read Movie on the 25th.**

**VIII. ACCOUNTANT'S REPORT**

**Presented by Richard Pope. We are in the auditing process. Final numbers will be submitted by an outside agency. The updated budget needs to be received by trustees to sign and approved. Annual 1099 needs to be approved.**

**IX. ATTORNEY'S REPORT**

**The church is moving forward with approval from the attorney general. All other matters will be addressed in an executive session.**

**X. OLD BUSINESS**

**XI. NEW BUSINESS**



**XII. PUBLIC DISCUSSION**

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

**Betty Bradford**-sad that Dr. Shell is no longer with us. Events in past 3 years made us the BEST library in the county. Hopes the new leader will keep up the momentum. Roosevelt deserves the best.

**Lorraine Madison**-Dr. Shell will be missed; Denim and Diamonds was great as was an evening of soul event. Please bring back Dr. Swame Gentiles (sp.)

**XIII. ADJOURNMENT 9:14 p.m.**

**MOVED BY: TP      SECONDED BY: GS**

**YES: 4**

**NO:**

**ABSTAIN:**

