

# MINUTES

## ROOSEVELT PUBLIC LIBRARY ♦ BOARD OF TRUSTEES

27 West Fulton Avenue, Roosevelt, NY 11575  
Phone: 516-377-0222 www.rooseveltlibrary.org

**REORGANIZATION MEETING**

**WEDNESDAY, JANUARY 6, 2016**

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The regular meeting of the Roosevelt Public Library Board of Trustees was held on Wednesday, January 6, 2016 at Roosevelt Public Library.

### **I. CALL TO ORDER**

The meeting was called to order at 7:50 a.m. by Lauren Taylor, Chair pro tem.

### **II. PLEDGE OF ALLEGIANCE**

### **III. ROLL CALL**

*The following trustees were present:*

Lauren Taylor (LT)  
Wilton Robinson, Jr. (WR)  
Francis Abel (FA)  
Ann Hickson (AH)  
Gerald Smith (GS)

*The following board personnel were present:*

Lambert Shell, Ph.D., Director  
Mae Geddis, Board Clerk  
Gerard Terry, Legal Counsel  
Gary Hertzan, Accountant

*The following board personnel was not present:*

Hashabah Abdul Hakim, Treasurer

### **IV. ORGANIZATION OF THE BOARD OF TRUSTEES**

- A. Administration of Oath of Office
- B. Election of the Board President and Vice President
- C. Acceptance of Board Calendar
- D. Designation of Bank Depositories
- E. Appointment of Assistant Treasurer
- F. Designation of Authorized Signatures
- G. Authorization of Petty Cash Accounts
- H. Certification of Payroll
- I. Designation of Official Newspaper
- J. Establishment of Mileage Rates
- K. Appointment of Board Treasurer
- L. Appointment of Board Clerk
- M. Standing Committees

**A. ADMINISTRATION OF OATH OF OFFICE**

**1. NEWLY ELECTED TRUSTEE**

“I, Ann Hickson, do solemnly swear that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I will faithfully discharge the duties of the Office of Member of the Board of Trustees according to the best of my ability.”

*Public Officers Oath (Article XIII – 1 of the New York State Constitution)  
Administered by Gerard Terry, Esq.*

Ms. Taylor congratulated and welcomed Ann Hickson and Gerald Smith to the Roosevelt Public Library Board of Trustees.

**B. ELECTION OF PRESIDENT AND VICE PRESIDENT**

**1. NOMINATION FOR PRESIDENT**

Nominee: Francis Abel, Jr.

Nominated by: Wilton Robinson, Jr.

**a. MOTION TO CLOSE NOMINATIONS FOR PRESIDENT**

**MOVED BY:** Wilton Robinson, Jr.      **SECOND BY:** Gerald Smith      **YES:** 5  
**NO:** \_\_\_\_\_  
**MOTION PASSED**      **ABSTAIN:** \_\_\_\_\_

**2. NOMINATION FOR VICE PRESIDENT**

Nominee: Lauren Taylor

Nominated by: Ann Hickson

**a. MOTION TO CLOSE NOMINATIONS FOR VICE PRESIDENT**

**MOVED BY:** Francis Abel, Jr.      **SECOND BY:** Wilton Robinson, Jr.      **YES:** 5  
**NO:** \_\_\_\_\_  
**MOTION PASSED**      **ABSTAIN:** \_\_\_\_\_

**3. ELECTION FOR PRESIDENT**

The Roosevelt Public Library Board of Trustees elected Francis Abel, Jr., as President of the Board of Trustees.

**MOVED BY:** Wilton Robinson, Jr.      **SECOND BY:** Gerald Smith      **YES:** 5  
**NO:** \_\_\_\_\_  
**MOTION PASSED**      **ABSTAIN:** \_\_\_\_\_



**RESOLUTIONS (continued)**

**D. DESIGNATION OF BANK DEPOSITORY**

**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 2016:

*First National Bank of Long Island*

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

**MOVED BY:** Wilton Robinson, Jr.      **SECOND BY:** Ann Hickson      **YES:** 5  
**NO:** \_\_\_\_\_  
**MOTION PASSED**      **ABSTAIN:** \_\_\_\_\_

**E. APPOINTMENT OF ASSISTANT TREASURER**

**BE IT RESOLVED**, that Trustee Gerald Smith be and hereby is appointed and designated as Assistant Treasurer of the Roosevelt Public Library for the year 2016, to act in the absence or unavailability of the Treasurer; and

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

**MOVED BY:** Francis Abel, Jr.      **SECOND BY:** Wilton Robinson, Jr.      **YES:** 5  
**NO:** \_\_\_\_\_  
**MOTION PASSED**      **ABSTAIN:** \_\_\_\_\_

**F. DESIGNATION OF AUTHORIZED SIGNATURES**

**BE IT RESOLVED**, that the authorized signatories for the bank accounts of the Roosevelt Public Library for the year 2016 shall be as follows:

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

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

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

**RESOLUTIONS (continued)**

**BE IT FURTHER RESOLVED**, that only in the absence and/or unavailability of the Treasurer and Assistant Treasurer, checks for any or all of the foregoing bank accounts may be duly authorized and signed by any two Trustees; and

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

**MOVED BY: Wilton Robinson, Jr.      SECOND BY: Francis Abel, Jr.      YES: 5  
NO: \_\_\_\_\_  
**MOTION PASSED                              ABSTAIN: \_\_\_\_\_****

**G.    ESTABLISHMENT OF PETTY CASH**

**BE IT RESOLVED**, that the Petty Cash Fund of the Roosevelt Public Library be and hereby is re-established for the year 2016, in the amount of \$500.00; and

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

**MOVED BY: Ann Hickson      SECOND BY: Francis Abel, Jr.      YES: 5  
NO: \_\_\_\_\_  
**MOTION PASSED                              ABSTAIN: \_\_\_\_\_****

**H.    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, for the purposes of payroll certification and all other matters, to the Nassau County Civil Service Commission for the year 2016; and

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

**MOVED BY: Gerald Smith      SECOND BY: Wilton Robinson, Jr.      YES: 5  
NO: \_\_\_\_\_  
**MOTION PASSED                              ABSTAIN: \_\_\_\_\_****

**I.    DESIGNATION OF NEWSPAPER**

**BE IT RESOLVED**, that *Newsday* be and hereby is designated as the official newspaper of the Roosevelt Public Library for the year 2016; and

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

**MOVED BY: Wilton Robinson, Jr.      SECOND BY: Gerald Smith      YES: 5  
NO: \_\_\_\_\_  
**MOTION PASSED                              ABSTAIN: \_\_\_\_\_****

**RESOLUTIONS (continued)**

**J. ESTABLISHMENT OF MILEAGE RATES**

**BE IT RESOLVED**, that for the year 2016, 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 \$.540/mile (54.0 cents/mile);

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

**MOVED BY:** Francis Abel, Jr.      **SECOND BY:** Gerald Smith      **YES:** 5  
**NO:** \_\_\_\_\_  
**MOTION PASSED**      **ABSTAIN:** \_\_\_\_\_

**K. APPOINTMENT OF BOARD TREASURER**

**BE IT RESOLVED**, that the Board of Trustees hereby appoints Hashabah Abdul Hakim as Treasurer.

**MOVED BY:** Wilton Robinson, Jr.      **SECOND BY:** Gerald Smith      **YES:** 5  
**NO:** \_\_\_\_\_  
**MOTION PASSED**      **ABSTAIN:** \_\_\_\_\_

**L. APPOINTMENT OF BOARD CLERK**

**BE IT RRESOLVED**, that the Board of Trustees hereby appoints Maereatha Geddis as Board Clerk.

**MOVED BY:** Francis Abel, Jr.      **SECOND BY:** Gerald Smith      **YES:** 5  
**NO:** \_\_\_\_\_  
**MOTION PASSED**      **ABSTAIN:** \_\_\_\_\_

**M. APPOINTMENT OF STANDING COMMITTEES**

**BE IT RESOLVED**, that the following standing committees of the Board of Trustees be and hereby are established for the year 2016:

Personnel

Trustee Robinson, Chair  
 Trustee Smith  
 Board President Abel, *ex officio*

By-Laws, Policies and Procedures

Trustee Smith, Chair  
 Trustee Taylor  
 Board President Abel, *ex officio*

Facilities

Trustee Hickson, Chair  
 Trustee Robinson  
 Board President Abel, *ex officio*

Budget, Finance and Grants

Committee of the Whole

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

<b>MOVED BY:</b> <u>Wilton Robinson, Jr.</u>	<b>SECOND BY:</b> <u>Francis Abel, Jr.</u>	<b>YES:</b> 5
		<b>NO:</b> _____
	<b>MOTION PASSED</b>	<b>ABSTAIN:</b> _____

Vice President Lauren Taylor introduced Dr. Lambert Shell as the new Director of the Roosevelt Public Library. She also thanked the entire Roosevelt Public Library staff for their support and cooperation during the transitional period.

Dr. Shell thanked the Board of Trustees for the welcome and their support.

**VI. PUBLIC DISCUSSION**

Questions, comments and concerns are limited to three minutes.

**VII. EXECUTIVE SESSION**

The Board of Trustees convened in Executive Session to discuss personnel matters at 8:23 p.m.

<b>MOVED BY:</b> <u>Francis Abel, Jr.</u>	<b>SECOND BY:</b> <u>Wilton Robinson, Jr.</u>	<b>YES:</b> 5
		<b>NO:</b> _____
	<b>MOTION PASSED</b>	<b>ABSTAIN:</b> _____

**VIII. ADJOURNMENT**

The meeting of the Roosevelt Public Library Board of Trustees was adjourned at 8:47 p.m.

**MOVED BY:** Wilton Robinson, Jr.      **SECOND BY:** Gerald Smith      **YES:** 5  
**NO:** \_\_\_\_\_  
**MOTION PASSED**      **ABSTAIN:** \_\_\_\_\_

Submitted by,

Mae Geddis  
Board Clerk