

MINUTES OF THE ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY LIBRARY HELD ON JULY 17, 2017, AT THE DIX HILLS BUILDING

1. The meeting was called to order by the Vice President, Maxine Roeper Cohen, at 6:45 p.m. Present were Board members Larry Bloomstein and Bruce Gordon. Jacob Goldman and Wayne Griffith were absent with prior notice.
2. Also present were: Helen Crosson, Library Director; Charlene Muhr, Assistant Library Director; Michele Peluso, Part-time Business Manager; Patricia Lynch, Clerk of the Board of Trustees and Marva Laronde, Substitute Clerk of the Board of Trustees.
3. Dennis Stoner, Baldessari & Coster and Arlene Lowenhar (Staff Member) attended the Board meeting as guests.
4. The oath of office was administered to Jacob Goldman and Helen Crosson.
5. The election of officers for the 2017-2018 term was held. Following nominations, the slate of officers was unanimously approved:

President	- Jacob Goldman
Vice President	- Maxine Roeper Cohen
Secretary	- Bruce Gordon
Financial Secretary	- Larry Bloomstein
6. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the adoption of the budget for the 2017-2018 fiscal year in the amount of \$7,730,764.
7. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the appointment of Christina Spinelli as Treasurer of the Library at an hourly rate of \$55.
8. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the appointment of Helen Crosson as Assistant Library Treasurer.
9. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the appointment of Helen Crosson and Charlene Muhr as the employees responsible for purchasing.
10. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the appointment of Annemarie Donohue as Records Management Officer.
11. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the appointment of Hamburger, Maxson, Yaffe & McNally, LLP as legal counsel for 2017-2018 at an hourly rate of \$235.
12. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the appointment of Baldessari & Coster LLP as auditor for the Library for the period July 1, 2017, to June 30, 2018.

13. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the appointment of Baldessari & Coster LLP as auditor of the financial statements for the audit year ended June 30, 2017, at an annual stipend of \$11,300.
14. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the appointment of Industrial Coverage Corporation, Michael J. Romeo & Sons, Inc. and Joseph P. Price Agency Inc. as insurance agents for the Library for the period July 1, 2017, to June 30, 2018.
15. Upon a motion by Mr. Gordon, seconded by Mr. Bloomstein, the following payments are authorized in advance of an audit of claims.
  1. Public utility services, postage, freight and express charges in accordance with New York State Education Law, Section 1724. This payment must be approved by one Board member and the Library Director or Assistant Library Director. All such claims shall be presented at the next regularly scheduled Board meeting for audit and approval. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.
  2. Payroll and bills associated with payroll; such as Federal and New York State taxes, New York State Employees' Retirement System, 403B annuity payments, Employees' Association dues, FSA payments and employee benefit deductions. This payment must be approved by one Board member and the Library Director or Assistant Library Director. All such claims shall be presented at the next regularly scheduled Board meeting for audit and approval.
16. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the establishment of a petty cash fund in the amount of \$1,000.
17. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the establishment of cash drawer funding in the amount of \$1,200.
18. Upon a motion by Mr. Gordon, seconded by Mr. Bloomstein, the Board agreed to establish a policy that the mileage reimbursement rate for employees, as per the Conference and Travel Policy, will be based on the IRS current standard mileage rate.
19. Upon a motion by Mr. Gordon, seconded by Mr. Bloomstein, the Board approved the designation of Capital One Bank as depository of the Library's operating funds, with these provisions: all Trustees shall be authorized to sign, make, draw, accept or endorse on notes, drafts, etc. checks from the Expense Account signed by the Library Treasurer shall only be co-signed by one of the Trustees if the amount on the check is \$3000 or more; payroll checks shall only be signed by the Library Treasurer; in the event that the Library Treasurer is unavailable, checks may be signed by a Library Trustee.

20. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the designation of Capital One Bank, People's United Bank and Bank United as investment banks with the maximum amount on deposit in each such bank of \$3,750,000; Third Party Collateral Agreements previously established with each such bank shall remain in force as required by General Municipal Law, Section 10.
21. Upon a motion by Mr. Gordon, seconded by Mr. Bloomstein, the Board approved the authorization of Annemarie Donohue, Account Clerk Typist and Helen Crosson, Library Director, to make telephone, wire transfers and online transfers between Half Hollow Hills Community Library operating bank accounts and investment accounts.
22. Upon a motion by Mr. Gordon, seconded by Mr. Bloomstein, the Board approved the designation of the *Long Islander*, published in Huntington, N.Y., and the *Babylon Beacon*, published in Babylon, N.Y., as the newspapers in which legal notices pertaining to the Library's budget vote and trustee election will appear and the *Long Islander or Newsday* for all other required legal notices.
23. Upon a motion by Mr. Gordon, seconded by Mr. Bloomstein, the Board approved the designation of Patricia Lynch as Clerk of the Board of Trustees effective July 1, 2017, at a rate of pay equal to one and one-half times her annualized hourly rate.
24. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Board approved the designation of Marva Laronde as Substitute Clerk of the Board of Trustees effective July 1, 2017, at a rate of pay equal to one and one-half times her annualized hourly rate.
25. Upon a motion by Mr. Bloomstein, seconded by Mr. Gordon, the Confirmation of Benefits for Managerial/Confidential employees was approved.
  - I. Confidential/Managerial Employees shall receive the same benefits as those enjoyed by employees covered by the Collective Bargaining Agreement, and in addition, the Director, Assistant Library Director, the Building Maintenance Manager, the Head of Digital Services and Network & Systems Administrator shall receive all benefits enjoyed by the most senior level of professional staff covered by the Collective Bargaining Agreement.
  - II. The effective date of Confidential Employee raises shall be July 1. The effective date of Managerial Employee raises shall be their anniversary date.
  - III. The Director's annual salary shall be set on the anniversary date of hire.

IV. The Director, Assistant Library Director, Building Maintenance Manager, Head of Digital Services and Network & Systems Administrator shall enjoy membership in such professional associations as is customary and appropriate.

26. Upon a motion by Mr. Bloomstein, seconded by Mrs. Cohen, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Marva Laronde  
Substitute Clerk of the Board of Trustees

Bruce Gordon  
Secretary