

**HAMPTON BAYS PUBLIC LIBRARY**

**ANNUAL ORGANIZATIONAL MEETING  
OF THE  
BOARD OF TRUSTEES**

**JANUARY 7, 2014 7:00 PM**

President Madeline O'Keefe opened the meeting at 7:08 pm

Present: R. Carpenter, R. King, M. O'Keefe, G. Daly, David Zimmerman and S. LaVista.

Absent: Lars Clemensen and A. Wilding.

Also present: David Barczak from Suffolk County National Bank.

**AGENDA**

Motion by R. Carpenter, second by R. King, to accept the Agenda as presented. 5/0/0.

**The OATH OF OFFICERS** was administered by David Barczak.

**APPOINTMENTS:**

**COMMITTEES**

*Motion by R. King, second by G. Daly to accept the Committee appointments per attached. 5/0/0.*

**ATTORNEY**

Motion by G. Daly, second by R. King, to only retain a lawyer for legal counsel for the Hampton Bays Library on an as needed basis, Kevin Seaman Esq. would be used for all Library Related Issues and the library would find local counsel for all local issues. 5/0/0

**ACCOUNTANT/AUDITOR**

Motion by R. Carpenter, second by D. Zimmerman, to use Baldessari & Coster LLP as Accountants to perform a general audit of our Annual Financials for year ending 2014 as recommended by the State of New York on good accounting practices. 5/0/0

Motion by R. King, second by R. Carpenter, to use Giaquinto & Giaquinto an independent CPA firm to perform a general audit of our quarterly financial statements of 2014 as recommended by the State of New York on good accounting practice. 5/0/0

**INSURANCE AGENT**

Motion by G. Daly, second by D. Zimmerman, to reappoint Maran Corporate Risk Associates as the Library's Insurance Agent. 5/0/0

**RECORDS MANAGEMENT OFFICER**

Motion by G. Daly, second by R. Carpenter, to appoint Director as Records Management Officer. 5/0/0

***CUSTODIAN OF PUBLIC RECORDS***

Motion by R. King, second by M. O'Keefe, to appoint the Director as the Custodian of Public Records and Freedom of Information Officer. 5/0/0

***AFFIRMATIVE ACTION OFFICER***

Motion by G. Daly, second by R. Carpenter, to appoint, Head of Circulation Nancy Cariello as the Affirmative Action Officer. 5/0/0

***ANNUAL OFFICIAL ACTIONS:***

***DEPOSITORIES & BANK ACCOUNTS***

Motion by R. King, second by M. O'Keefe, to designate Suffolk County National Bank and Capital One Bank as legal depository of monies belonging to the Hampton Bays Library of the Township of Southampton, County of Suffolk, State of New York, and that moneys belonging to said Library shall be deposited in said banks from time to time in the name of said Library. 5/0/0

***INVESTMENTS IN CERTIFICATES OF DEPOSIT***

Motion by G. Daly, second by R. King, to authorize the Director and Treasurer to negotiate jointly the purchase and disposition of Certificates of Deposit during this Fiscal Year, and to invest money in those Certificates in any Bank which meets the criteria established by New York State and whenever possible that these Banks be located within the boundaries of the District, upon the signature of the Library's Treasurer. 5/0/0

***SECURITY AND CUSTODIAL AGREEMENT***

Motion by G. Daly, second by M. O'Keefe, RESOLVED, that the Board of Trustees of the Hampton Bays Public Library, as a result of the General Municipal Finance Reform -- Chapter 708 signed into law on July 31, 1992, effective November 28, 1992, does hereby agree to attempt to enter into the "model" security and custodial agreements (single bank, third party custodian and master repurchase agreement) as set forth by the Office of the State Comptroller, with Suffolk County National and Capital One Bank. Chapter 708 consolidates the statutory provisions pertaining to deposits and investments; establishes uniformed strengthened procedures to secure deposits and investments; expands the types of securities that may be accepted by local governments to secure their deposits and investments; and enacts a requirement that banks and trust companies that accept public deposits secure these deposits in the manner required. And be it further RESOLVED, that the following named persons are, authorized to be included on the *Certificate of Authorized Persons* on behalf of the Hampton Bays Public Library:

Regina Carpenter, Lars Clemensen, Grace Daly, Rosemarie King, Madeline O'Keefe, Ann Wilding, David Zimmerman and Susan LaVista, Director. 5/0/0

***OFFICIAL NEWSPAPER***

Motion by R. Carpenter, second by D. Zimmerman, to designate the *Southampton Press* as the newspaper which will carry required legal notices of the Hampton Bays Public Library. 5/0/0

**REGULAR MEETINGS**

Motion by R. Carpenter, second by G. Daly, that the regular meetings of the Hampton Bays Public Library be held in the Library at 7:00 pm on the following dates: (5/0/0)

January 7, 2014	July 1, 2014
February – no meeting	August 5, 2014
March 4, 2014	September 2, 2014
April 1, 2014	October 7, 2014
May 6, 2014	November 4, 2014
June 3, 2014	December 2, 2014

**PETTY CASH FUNDS**

Motion by G. Daly, second by R. Carpenter, that petty cash funds will be established as follows for FY 2014: (5/0/0)

<u>TITLE</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Library	Kelly Sheridan	\$ 300.00

**VACATION AND SICK PAY ACCOUNT**

Motion by R. King, seconded by M. O’Keefe, to maintain a reserve fund in the amount of \$60,387 to pay vacation and sick pay to resignees/retirees. 5/0/0

**DAYS CLOSED**

Motion by G. Daly, Second by D. Zimmerman, to adopt the calendar of holiday closings for 2014 as follows:

**Days closed for 2014:**

Wed. Jan 1 New Year's Day  
Mon, Jan 20 Martin Luther King Day  
Mon, Feb 17 Presidents' Day  
Sun, Apr 20 Easter Sunday  
Mon, May 2 Memorial Day  
Fri, Jul 4 Independence Day  
Mon, Sep 1 Labor Day  
Mon, Oct 13 Columbus Day  
Tues, Nov 11 Veteran’s Day  
Wed, Nov 26 Thanksgiving eve at 3pm  
Thu, Nov 27 Thanksgiving Day  
Wed, Dec 24 Christmas Eve  
Thu, Dec 25 Christmas Day  
Wed, Dec 31 New Year's Eve

HAMPTON BAYS PUBLIC LIBRARY  
BOARD OF TRUSTEES

COMMITTEE ASSIGNMENTS  
2014

The first name on the list acts as chair. The President is a member of all committees.

<b>Board Bylaws and Policy</b>	<b>Daly, Carpenter</b>
<b>Buildings and Grounds</b>	<b>King, Wilding, Zimmerman</b>
<b>Finance &amp; Capital Endowment</b>	<b>Carpenter, Clemensen, Zimmerman</b>
<b>Liaison with Friends</b>	<b>Wilding, Daly</b>
<b>Nominations and Personnel</b>	<b>Clemensen, Carpenter</b>
<b>Publicity</b>	<b>Daly</b>
<b>Strategic Planning</b>	<b>King, Wilding, Zimmerman</b>

Madeline OKeefe – President  
Rosemarie King – Vice President  
Lars Clemensen – Secretary  
Grace Daly - Trustee  
Anne Wilding – Trustee  
David Zimmerman - Trustee