

**Minutes Of The
HAMPTON BAYS PUBLIC LIBRARY
1/6/2015 ANNUAL ORGANIZATIONAL MEETING**

1. AGENDA

Motion by R. Carpenter, second by G. Daly, to accept the Agenda as presented.

2. OATH OF OFFICERS and CONFLICT OF INTEREST AFFIRMATION

2. APPOINTMENTS

A. COMMITTEES

B. ATTORNEY

Motion by D. Zimmerman, second by G. Daly, 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.

C. ACCOUNTANT/AUDITOR

Motion by M. O'Keeffe, second by G. Daly, 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.

Motion by R. Carpenter, second by D. Zimmerman, to use Giaquinto & Giaquinto an independent CPA firm to perform a general audit of our quarterly financial statements of 2015 as recommended by the State of New York on good accounting practice.

D. INSURANCE AGENT

Motion by G. Daly, second by M. O'Keefe, to reappoint Cook Maran & Associates as the Library's Insurance Agent.

E. RECORDS MANAGEMENT OFFICER

Motion by D. Zimmerman, second by R. Carpenter, to appoint Director as Records Management Officer.

F. CUSTODIAN OF PUBLIC RECORDS

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

G. AFFIRMATIVE ACTION OFFICER

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

4. ANNUAL OFFICIAL ACTIONS

A. DEPOSITORIES

1) BANK ACCOUNTS

Motion by R. Carpenter, 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.

2) 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.

3) SECURITY AND CUSTODIAL AGREEMENT

Motion by G. Daly, second by R. Carpenter, **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
Susan LaVista, Director

- *OFFICIAL NEWSPAPER*

Motion by M. O'Keefe, second by D. Zimmerman, to designate the *Southampton Press* as the newspaper which will carry required legal notices of the Hampton Bays Public Library.

- *REGULAR MEETINGS*

Motion by R. Carpenter, second by M. O'Keefe, that the regular meetings of the Hampton Bays Public Library will be held in the Library at 7:00 pm on the first Tuesday of the month, except as noted:

January 6, 2015	July 7, 2015
February 3, 2015	August 4, 2015
March 10, 2015* 2nd Tuesday	September 1, 2015
April 7, 2015	October 6, 2015
May 5, 2015	November 3, 2015
June 2, 2015	December 1, 2015

- *PETTY CASH FUNDS*

Motion by M. O'Keefe, second by R. King, that petty cash funds be established as follows for FY 2015

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

- *VACATION AND SICK PAY ACCOUNT*

Motion by R. Carpenter, seconded by M. O'Keefe, to maintain a reserve fund in the amount of \$62,000 to pay vacation and sick pay to resignees/retirees.

- *DAYS CLOSED*

Motion by G. Daly, seconded by R. King, to adopt the calendar of holiday closings as follows:

Days closed for 2015:

Thu, Jan 1 New Year's Day
Mon, Jan 19 Martin Luther King Day
Mon, Feb 16 Presidents' Day
Sun, Apr 5 Easter Sunday
Mon, May 25 Memorial Day
Sat, Jul 4 Independence Day
Mon, Sep 7 Labor Day
Mon, Oct 12 Columbus Day
Wed, Nov 11 Veteran's Day
Wed, Nov 25 Thanksgiving Eve at 3pm
Thu, Nov 26 Thanksgiving Day
Thu, Dec 24 Christmas Eve
Fri, Dec 25 Christmas Day
Thu, Dec 31 New Year's Eve