

**MINUTES OF THE
HAMPTON BAYS PUBLIC LIBRARY
ANNUAL ORGANIZATIONAL MEETING
1/5/2016**

1. AGENDA

Motion by D. Zimmerman, second by R. Carpenter, to accept the Agenda as presented.

**2. OATH OF OFFICERS and
CONFLICT OF INTEREST AFFIRMATION**

3. APPOINTMENTS

A. *COMMITTEES See attached list*

B. *ATTORNEY*

Motion by G. Daly, second by A. Filorimo, 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 R. Carpenter, second by A. Filorimo, to use Baldessari & Coster LLP as Accountants to perform a general audit of our Annual Financials for year ending 2015 as recommended by the State of New York on good accounting practices.

Motion by D. Zimmerman, second by G. Daly, to use Giaquinto & Giaquinto an independent CPA firm to perform a general audit of our quarterly financial statements of 2016 as recommended by the State of New York on good accounting practice.

D. *INSURANCE AGENT*

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

E. *RECORDS MANAGEMENT OFFICER*

Motion by A. Filorimo, second by M. O'Keefe, to appoint the Director as Records Management Officer.

F. CUSTODIAN OF PUBLIC RECORDS

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

G. AFFIRMATIVE ACTION OFFICER

Motion by A. Filorimo, second by H. Rose, 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 A. Filorimo, 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 M. O'Keefe, 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 H. Rose, 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
Grace Daly
Anthony Filorimo
Madeline O'Keefe
Hilary Rose
Ann Wilding
David Zimmerman
Susan LaVista, Director

OFFICIAL NEWSPAPER

Motion by R. Carpenter, second by A. Filorimo, to designate the *Southampton Press* as the newspaper which will carry required legal notices of the Hampton Bays Public Library.

- *REGULAR MEETINGS*

Motion by M. O'Keefe, second by A. Filorimo, 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 5, 2016	July 5, 2016
February 2, 2016	August 2, 2016
March 8, 2016* 2 nd Tuesday	September 6, 2016
April 5, 2016	October 4, 2016
May 3, 2016	November 1, 2016
June 7, 2016	December 6 2016

- *PETTY CASH FUNDS*

Motion by R. Carpenter, second by A. Filorimo, that petty cash funds will be established as follows for FY 2016:

<u>TITLE</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Library	Regina Kenter and Renee Catena jointly	\$ 300.00

- *VACATION AND SICK PAY ACCOUNT*

Motion by M. O'Keefe, seconded by H. Rose, to maintain a reserve fund in the amount of \$65,500 to pay vacation and sick pay to resignees/retirees.

- *HOLIDAYS*

Motion by H. Rose, seconded by A. Filorimo, to adopt the calendar of holiday closings as follows:

Days closed for 2016:

New Year's Day	Friday, January 1, 2016
Martin Luther King Jr.	Monday, January 18, 2016
Presidents Day	Monday, February 15, 2016
Easter	Sunday, March 27, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016
Veterans Day	Friday, November 11, 2016
Thanksgiving Eve	Wednesday, November 23, 2016 at 3:00 p.m.
Thanksgiving	Thursday, November 24, 2016
Christmas Eve	Saturday, December 24, 2016
Christmas Day	Sunday, December 25, 2016
New Years Eve	Saturday, December 31, 2016