

Minutes of the Hampton Bays Library Board of Trustees
Annual Organization Meeting
January 3, 2017

I. AGENDA

Motion by R. Carpenter, second by G. Daly, to accept the Agenda as presented. 6/0/0.

Present: D. Zimmerman, M. O'Keefe, R. Carpenter, G. Daly, A. Filorimo, H. Rose, and S. LaVista.

Absent: A. Wilding

2. The OATH OF OFFICERS and CONFLICT OF INTEREST AFFIRMATION were administered.

3. APPOINTMENTS

A. COMMITTEES (See list at end of document.)

B. ATTORNEY

Motion by R. Carpenter, 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. 6/0/0.

C. ACCOUNTANT/AUDITOR

Motion by M. O'Keefe, second by H. Rose, to use Baldessari & Coster LLP as Accountants to perform a general audit of our Annual Financials for year ending 2016 as recommended by the State of New York on good accounting practices. 6/0/0.

Motion by R. Carpenter, second by A. Filorimo, to use Giaquinto & Giaquinto an independent CPA firm to perform a general audit of our quarterly financial statements of 2017 as recommended by the State of New York on good accounting practice. 6/0/0.

D. INSURANCE AGENT

Motion by M. O'Keefe, second by G. Daly, to reappoint Cook Maran & Associates as the Library's Insurance Agent. 6/0/0.

E. RECORDS MANAGEMENT OFFICER

Motion by A. Filorimo, second by H. Rose, to appoint the Director as Records Management Officer. 6/0/0.

F. CUSTODIAN OF PUBLIC RECORDS

Motion by R. Carpenter, second by H. Rose, to appoint the Director as the Custodian of Public Records and Freedom of Information Officer. 6/0/0.

G. AFFIRMATIVE ACTION OFFICER

Motion by M. O'Keefe, second by A. Filorimo, to appoint, **Head of Circulation Nancy Cariello** as the Affirmative Action Officer. 6/0/0.

4. ANNUAL OFFICIAL ACTIONS
DEPOSITORIES

BANK ACCOUNTS

Motion by H. Rose, 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. 6/0/0.

INVESTMENTS IN CERTIFICATES OF DEPOSIT

Motion by G. Daly, second by A. Filorimo, 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. 6/0/0.

SECURITY AND CUSTODIAL AGREEMENT

Motion by M. O'Keefe, 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: 6/0/0.

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. 6/0/0.

REGULAR MEETINGS

Motion by H. Rose, second by D. Zimmerman, 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: 6/0/0.

January 3, 2017
February 7, 2017
March 7, 2017
April 4, 2017
May 2, 2017L
June 6, 2017

July 11, 2017
August 1, 2017
September 5, 2017
October 3, 2017
November 7, 2017
December 5, 2017

PETTY CASH FUNDS

Motion by R. Carpenter, second by D. Zimmerman, that petty cash funds will be established as follows for FY 2017: 6/0/0.

<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 G. Daly, seconded by M. O’Keefe, to maintain a reserve fund in the amount of **\$64,812** to pay vacation and sick pay to resignees/retirees. 6/0/0.

HOLIDAYS

Motion by R. Carpenter, seconded by M. O’Keefe, to adopt the schedule of holiday closings as follows: 6/0/0.

Days closed for 2017:

New Year’s Day	Sunday, January 1, 2017
Martin Luther King Jr.	Monday, January 16, 2017
Presidents Day	Monday, February 20, 2017
Easter	Sunday, April 16, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Columbus Day	Monday, October 9, 2017
Veterans Day	Saturday, November 11, 2017
Thanksgiving Eve	Wednesday, November 22, 2017 at 3:00 p.m.
Thanksgiving	Thursday, November 23, 2017
Christmas Eve	Sunday, December 24, 2017
Christmas Day	Monday, December 25, 2017
New Year’s Eve	Sunday, December 31, 2017

COMMITTEE ASSIGNMENTS 2017

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

Archives:	Daly , Library Staff
Board Bylaws & Policy:	Wilding , Rose
Buildings & Grounds:	O’Keefe , Filorimo, Daly, Penza
Finance, Foundation, & Capital Endowment:	Carpenter , Filorimo, O’Keefe,
Liaison with Friends:	Carpenter , Rose
Nominations and Personnel:	Daly , Wilding
Social Media and Publicity:	Rose , Library Staff
Strategic Planning:	O’Keefe , All Trustees