

**Minutes of the Hampton Bays Public Library Board of Trustees
Annual Organization Meeting
January 8, 2019**

Agenda

The meeting was called to order at 7:00 pm

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

Motion by R. Carpenter, second by M. O'Keefe to accept the agenda as presented. (7/0/0)

Public comment – There was no public comment.

Slate of officers for 2019

The slates of trustees and officers were re-appointed for another year. M. O'Keefe/R. Carpenter. (7/0/0)
See attached list of officers.

Oaths of Office

A Notary Public administered the oaths of officers and copies will be filed with the Office of the Suffolk County Clerk.

Conflict of Interest Affirmation

The Board and Director read the Conflict of Interest policy and signed the affirmation.

Appointments

A. The Committee lists for 2019 were distributed. See attached list

B. Attorney

Motion by R. Carpenter, second by H. Rose, to retain a lawyer for legal counsel for the Hampton Bays Public Library on an as needed basis. Kevin Seaman Esq. will be used for all Library related issues and the Library will find local counsel for all local issues. (7/0/0)

C. Accountant & Auditor

1. Motion by G. Daly, second by B. Skelly, to use Baldessari & Coster LLP as accountants to perform a general audit of the annual financials for year ending 2019 as recommended by the state of New York on good accounting practices. (7/0/0)

2. Motion by M. O'Keefe, second by H. Rose, to use Giaquinto & Giaquinto an independent CPA firm to perform a general audit of our quarterly financial statements of 2019 as recommended by the state of New York on good accounting practices. (7/0/0)

D. Insurance agent

Motion by A. Filorimo, second by G. Daly, to reappoint Cook Maran & Associates as the Library's insurance agent. (7/0/0)

E. Records management officer

Motion by R. Carpenter, second by M. O'Keefe, to appoint Susan LaVista, Library Director as records management officer. (7/0/0)

F. Custodian of public records

Motion by M. O'Keefe, second by H. Rose, to appoint Susan LaVista, Library Director as the custodian of public records and freedom of information officer. (7/0/0)

G. Affirmative action officer

Motion by H. Rose, second by R. Carpenter, to appoint, Head of Circulation Nancy Cariello as the Affirmative Action Officer. (7/0/0)

Annual Official Actions

A. Depositories

1) Bank accounts

Motion by B. Skelly, second G. Daly to designate people's united bank and capital one bank as legal depository of monies belonging to the Hampton Bays Public 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. (7/0/0)

2) Investments in certificates of deposit

Motion by M. O'Keefe, second by G. Daly, to authorize the Director and Financial Officer 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 Financial Officer.(7/0/0)

3) Security and custodial agreement

Motion by H. Rose, second by G. Daly, 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 Peoples United Bank 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 be 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, Barbara Skelly, David Zimmerman, and Susan LaVista, Director (7/0/0)

B. Official newspaper

Motion by M. O'Keefe, second by B. Skelly, to designate the Southampton press as the newspaper that will carry required legal notices of the Hampton Bays Public Library. (7/0/0)

C. Regular meetings

Motion by R. Carpenter, second by M. O’Keefe, that the regular meetings of the Hampton Bays Public Library Board of Trustees will be held in the Library at 7:00 pm on the first Tuesday of the month except as noted: (7/0/0)

- January 8, 2019
- February 5, 2019
- March 5, 2019
- April 2, 2019
- May 7, 2019
- June 4, 2019
- July 2, 2019
- August 6, 2019
- September 3, 2019
- October 1, 2019
- November 5, 2019
- December 3, 2019

D. Petty cash funds

Motion by B. Skelly, second by H. Rose, that petty cash funds will be established as follows for FY 2019: (7/0/0)

<u>Title</u>	<u>Custodian(s)</u>	<u>amount</u>
Library	Regina Kenter and Renee Catena jointly	\$ 300.00

E. Vacation and sick pay account

Motion by M. O’Keefe, seconded by H. Rose, to maintain a reserve fund for \$71,527 to pay vacation and sick pay to resignees/retirees. (7/0/0)

F. Holidays

Motion by A. Filorimo, seconded by R. Carpenter, to adopt the calendar of holiday closings for 2019 as follows: (7/0/0)

New Year’s Day	Tuesday, January 1, 2019
Martin Luther King, Jr.	Monday, January 21, 2019
Presidents’ Day	Monday, February 18, 2019
Easter	Sunday, April 21, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Columbus Day	Monday, October 14, 2019
Veterans Day	Monday, November 11, 2019
Thanksgiving eve	Wednesday, November 27, 2019 at 3 p.m.
Thanksgiving	Thursday, November 28, 2019
Christmas Eve	Tuesday, December 24, 2019
Christmas day	Wednesday, December 25, 2019
New Year’s Eve	Tuesday, December 31, 2019