

## **Hampton Bays Public Library**

### **Minutes of the January 5, 2021 Annual Organization Meeting**

Present: B. Kelly, D. Zimmerman, G. Daly, H. Rose, F. Baker, A. Filorimo, K. Dunn and S. LaVista

Guest: V. Urbelis, E.

The meeting was opened at 7:07 pm by President B. Skelly.

The agenda was adopted by H. Rose/ G. Daly 7/0/0

Slate of Officers was adopted by G.Daly/D. Zimmernman 7/0/0

#### **Committees:**

Board Bylaws & Policy.....(Filorimo, Daly, Rose)

Buildings & Grounds.....(Dunn, Baker, Zimmerman, Pensa-staff)

Finance & Grants..... (Filorimo, Zimmerman, Baker, Director)

Foundation.....(Filorimo, Baker, Daly)

Liaison with Friends..... (Daly, Dunn, Skelly, Baker, Director)

Nominations & Personnel..... (Daly, Rose, Baker)

Social Media & Publicity..... (Rose, Skelly, Library Staff)

Strategic & Long Range Planning...(Skelly, All Trustees)

#### **Appointments:**

##### **Attorney:**

A motion was made to retain a lawyer for legal counsel for the Hampton Bays 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. D. Zimmerman/ G. Daly 7/0/0

##### **Accountant/Auditor:**

A motion was made to use Baldessari & Coster LLP as accountants to perform a general audit for our annual financials for year ending 2021 as recommended by the State of NY on good accounting practices. A. Filorimo/ F. Baker 7/0/0

A motion was made to use Giaquinto & Giaquinto an independent CPA firm to perform a general audit of our quarterly financial statements of 2021 as recommended by the State of NY on good accounting practices. A. Filorimo/ G. Daly 7/0/0

##### **Insurance Agent:**

A motion was made to reappoint Cook Maran & Associates as Library's Insurance Agent. D. Zimmerman/ H. Rose 7/0/0

##### **Records Management Officer:**

A motion was made to appoint the Director as Records Management Officer. G. Daly/ F. Baker 7/0/0

##### **Custodian of Public Records:**

A motion was made to appoint the Director as the Custodian of Public Records and Freedom of Information Officer. H. Rose/ A. Filorimo 7/0/0

##### **Affirmative Action Officer:**

A motion was made to appoint Vicky Urbelis, the Head of Teen Department as the Affirmative Action Officer. F. Baker/ D. Zimmerman 7/0/0

Annual Official Actions:

Depositories:

- 1) Bank Accounts: A motion was made to designate People's United Bank and Capitol 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 the monies belonging to said Library shall be deposited in said banks from time to time in the name of said Library.
- 2) Investments in Certificate of Deposit: A motion 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 NY State and Whenever possible that these banks be located within the boundaries of the District, upon the signature of the Library's Financial Officer. H. Rose/ F. Baker 7/0/0
- 3) Security and Custodial Agreement: A motion was made that the Board of Trustees of 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 "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 Capitol 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 deposits and investments; expands the types of securities that may be accepted by local government 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:

Frank Baker  
Grace Daly  
Kathy Dunn  
Anthony Filorimo  
Hilary Rose  
Barbara Skelly  
David Zimmerman  
Susan LaVista, Director

Official Newspaper:

A motion was made to designate the Southampton Press as the newspaper that will carry required legal notices of the Hampton Bays Public Library. A. Filorimo/ F. Baker 7/0/0

Regular Meetings:

A motion was made 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 unless noted:

January 5, 2021	July 6, 2021
February 2, 2021	August 3, 2021
March 2, 2021	September 7, 2021
April 6, 2021	October 5, 2021
May 4, 2021	November 2, 2021
June 1, 2021	December 7, 2021

Petty Cash Funds:

A motion was made that the petty cash will be established as follows for FY 2021:

<u>TITLE</u>	<u>Custodian</u>	<u>Amount</u>
Library	Regina Kenter and Renee Catena jointly	\$300

K. Dunn/G. Daly 7/0/0

Vacation and Sick Pay Account:

A motion was made to maintain a reserve fund in the amount of \$85,000 to pay vacation and sick pay to resigned/retirees. F. Baker/G. Daly 7/0/0

Holidays:

A motion was made to adopt the calendar of holiday closings as follows:

Days closed for 2021:

New Year's Day	Friday, January 1, 2021
Martin Luther King Jr.	Monday, January 18, 2021
Presidents Day	Monday, February 15, 2021
Easter	Sunday, April 4, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Sunday, July 4, 2021
Labor Day	Monday, September 6, 2021
Columbus/ Indigenous Peoples Day	Monday, October 11, 2021
Veterans Day	Thursday, November 11, 2021
Thanksgiving Eve	Wednesday, November 24, 2021 at 3:00 pm
Thanksgiving	Thursday, November 25, 2021
Christmas Eve	Friday, December 24, 2021
Christmas Day	Saturday, December 25, 2021
New Year's Eve	Friday, December 31, 2021

G. Daly/ K. Dunn 7/0/0

The meeting was adjourned at 7:32 pm. H. Rose/ B. Skelly 7/0/0

Respectfully Submitted by H. Rose