

Minutes of the ANNUAL ORGANIZATIONAL MEETING

July 12, 2017

Present: Thomas Moore, President, Barbara Matros, Vice President, Susan Rosenberg, Treasurer, MaryAnn Yutes, Secretary and Mitchell Schecter, Trustee

Absent: Robert Santucci, Trustee

Also Present: Danielle Waskiewicz, Director and Laura Spillane, Director of Operations

I. CALL TO ORDER at 7:06 pm by President Moore

II. APPROVAL OF AGENDA

Motion by Moore, second by Matros, to accept the Agenda as presented.

III. APPOINTMENT OF OFFICERS (two year terms)

- A. PRESIDENT – Thomas Moore
- B. VICE PRESIDENT- Barbara Matros
- C. TREASURER – Susan Rosenberg
- D. SECRETARY- MaryAnne Yutes
- E. TRUSTEE – Robert Santucci
- F. TRUSTEE- Mitchell Schecter

IV. APPOINTMENT OF

A. ACCOUNTANT/AUDITOR

Motion by Yutes, second by Schecter, the selection of the Baldessari & Coster LLP to perform a general audit of our closing financial statements of June 30, 2017 as recommended by the State on good accounting practice.

Approved: 5 Yays, 0 Nays

B. INSURANCE AGENT

Motion by Moore second by Rosenberg, to reappoint Joe Price Agency, Ltd. as the Library's Insurance Agent.

Approved: 5 Yays, 0 Nays

V. **ANNUAL OFFICIAL ACTIONS**

Approved by Unanimous Consent 5 Yays, 0 Nays

A. **DEPOSITORIES**

1) **BANK ACCOUNTS**

Motion by Moore, second by Schecter, to designate People's United Bank and M&T Bank as legal depositories of moneys belonging to the Westhampton Free 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 AND/OR TREASURY BILLS**

Motion by Matros, second by Moore, 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 Yutes, second by Schecter, RESOLVED, that the Board of Trustees of the Westhampton Free 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 People's United 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 Westhampton Free Library:

Thomas Moore, President
Susan Rosenberg, Treasurer

VI. OFFICIAL NEWSPAPERS

Motion by Moore, second by Rosenberg, to designate the *Southampton Press* as the newspaper which will carry required legal notices of the Westhampton Free Library.

Approved: 5 Yays, 0 Nays

VII. REGULAR MEETINGS

Motion by Moore, second by Mendelson, that the regular meetings of the Westhampton Free Library be held at 7:00 pm at 7 Library Ave., Westhampton Beach, NY on the following dates:

July 12, 2017
August 16, 2017
September 13, 2017
October 11, 2017
November 15, 2017
December 13, 2017
January 17, 2018
February 14, 2018
March 14, 2018
April 11, 2018
May 16, 2018
June 13, 2018
July 11, 2018 (new fiscal year)

Meetings are generally scheduled for the second Wednesday of the month.

VIII. DAYS CLOSED

Motion by Moore second by Yutes that the following days the Westhampton Free Library will be closed:

2017

September 4th
October 9th
November 11th
November 23 th
November 24 th open at 1:00 pm
December 24 th
December 25 th
December 31st

2018

January 1st
January 8th (staff development day)
January 15th
February 19th
March 30th close at 12:30
April 1st
May 13th
May 28th
June 17th
July 4th

Approved: 5 Yays, 0 Nays

IX. PETTY CASH FUNDS

Motion by Moore, second by Rosenberg, that petty cash funds be established as follows for FY 2017-2018:

<u>TITLE</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Library	Jan Camarda	\$ 1000.00

Approved: 5 Yays, 0 Nays

X. LAWYER:

Motion by Moore, second by Yutes, to designate Lamb and Barnosky, LLC and Law Office of Vincent Toomey, as the attorneys of the Westhampton Free Library.

Approved: 5 Yays, 0 Nays

XI. ADJOURNMENT

Motion by Moore, second by Rosenberg that the annual meeting of the Westhampton Free Library be adjourned at 7:15 pm

Approved: 5 Yays, 0 Nays.

Respectfully submitted,

Laura Spillane
Director of Operations