

## **Approved Minutes of the ANNUAL ORGANIZATIONAL MEETING**

**July 17, 2019**

**Present:** Barbara Matros, President, Susan Rosenberg, Treasurer, MaryAnn Yutes, Secretary, Thomas Moore, Trustee, Mitchell Schechter, Trustee and Stephen Wisnoski, Trustee

**Absent:** Robert Santucci, Vice President

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

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

**II.***APPROVAL OF AGENDA*

Motion by Yutes, second by Rosenberg, to accept the Agenda as presented.

**III.***APPOINTMENT OF OFFICERS ( two year terms)*

Officers terms expire in 2020:

Motion by Moore and second by Santucci to accept the terms of the newly appointed officers

- **Barbara Matros, President, Term Expires 2020**
- **Robert Santucci, Vice President, Term Expires 2020**
- **Susan Rosenberg, Treasurer, Term Expires 2020**
- **Mary Anne Yutes, Secretary, Term Expires 2020**

### **Trustee Terms**

- **Thomas Moore, Trustee, term ends 2020**
- **Barbara Matros, President, term ends 2020**
- **Susan Rosenberg, Treasurer, terms ends July 2018, motion by Schechter, seconded by Wisnoski to renew term to 2021**
- **Mary Anne Yutes, Secretary, term ends July 2018 motion by Rosenberg, seconded by Matros to renew term to 2021**
- **Robert Santucci, Vice President, term ends 2019**
- **Mitchell Schechter, Trustee, term ends 2019**

- **Stephen Wisnoski, *Trustee*, term ends 2020**

Approved: 6 Yays, 0 Nays.

***IV. APPOINTMENT OF***

***A. ACCOUNTANT/AUDITOR***

Motion by Wisnoski, second by Yutes, the selection of the Baldessari & Coster LLP to perform a general audit of our closing financial statements of June 30, 2019 as recommended by the State on good accounting practice.

Approved: 6 Yays, 0 Nays.

***B. INSURANCE AGENT***

Motion by Rosenberg second by Yutes, to appoint Cook & Maran/Joe Price Agency, Ltd. as the Library's Insurance Agent.

Approved: 6 Yays, 0 Nays.

***V. ANNUAL OFFICIAL ACTIONS***

***A. DEPOSITORIES***

***1) BANK ACCOUNTS***

Motion by Schecter, second by Wisnoski , 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 Moore, 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:

**Barbara Matros. President**  
**Susan Rosenberg, Treasurer**

Approved: 6 Yays, 0 Nays.

**VI. OFFICIAL NEWSPAPERS**

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

Approved: 6 Yays, 0 Nays.

***VII. REGULAR MEETINGS***

Motion by Santucci, second by Yutes, 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:

7/17/19

8/14/19

9/11/19

10/16/19

11/13/19

12/11/19

1/15/20

2/12/20

3/11/20

4/15/20

5/13/20

6/17/20

7/15/20

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

***VIII***            ***DAYS CLOSED***

Motion by Matros, second by Schecter that the following days the Westhampton Free Library will be closed:

2019

September 2nd

October 7th

November 11<sup>th</sup>

November 12<sup>th</sup>

November 28th

November 29th open at 1:00 pm

December 24 th

December 25 th

December 31 st

2020

January 1 st

January 6<sup>th</sup> (staff development day)

January 20st

February 17th

April 10th close at 12:30

April 12th

May 10th

May 25th

June 21st

July 4th

***IX.***            ***PETTY CASH FUNDS***

Motion by Rosenberg, second by Wisnoski, that petty cash funds be

established as follows for FY 2019-2020:

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

Approved: 6 Yays, 0 Nays.

**X. *LAWYER:***

Motion by Rosenberg, second by Moore, to designate the firm Lamb and Barnosky. the law offices of Vincent Toomey, and the law firm of Farrell Fritz as the attorneys of the Westhampton Free Library.

Approved: 6 Yays, 0 Nays.

**XI *PROCUREMENT POLICY***

Motion by Moore, second by Rosenberg, that the procurement policy has been reviewed.

Approved: 6 Yays, 0 Nays.

**XI. *ADJOURNMENT***

Motion by Moore that the annual meeting of the Westhampton Free Library be adjourned at 7:16pm

Approved: 6 Yays, 0 Nays.

Respectfully submitted,

Laura Spillane  
Director of Operations