

TO: Board of Trustees

FROM: Danielle Waskiewicz

**SUBJECT: SUGGESTED ACTIONS FOR 7/21/21
ANNUAL ORGANIZATIONAL MEETING**

I. CALL TO ORDER 6:08pm

II. APPROVAL OF AGENDA

Motion by Treasurer Rosenberg, second by Trustee Wisnoski, to accept the Agenda as presented.

III. APPOINTMENT OF OFFICERS (two-year terms)

Officers terms expire in 2022 (no action needed)

- **Barbara Matros, President, Term Expires 2022,**
- **Robert Santucci, Vice President, Term Expires 2022,**
- **Susan Rosenberg, Treasurer, Term Expires 2022,**
- **Mary Anne Yutes, Secretary, Term Expires 2022,**

Trustee Terms

- **Thomas Moore, Trustee, term ends 2023**
- **Barbara Matros, President, term ends 2023,**
- **Susan Rosenberg, Treasurer, terms ends July 2021 motion by Trustee Schecter, seconded by Trustee Wisnoski to renew term to 2024**
- **Mary Anne Yutes, Secretary, term ends July 2021, motion by Trustee Schecter, seconded by Trustee Moore to renew term to 2024**
- **Robert Santucci, Vice President, term ends 2022**
- **Mitchell Schecter, Trustee, term ends 2022,**
- **Stephen Wisnoski, Trustee, term ends 2023**

IV. APPOINTMENT OF
A. ACCOUNTANT/AUDITOR

Motion by Trustee Wisnoski, second by Trustee Moore, the selection of the Baldessari & Coster LLP to perform a general audit of our closing financial statements of June 30, 2021, as recommended by the State on good accounting practice.

B. INSURANCE AGENT

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

V. ANNUAL OFFICIAL ACTIONS

A. DEPOSITORIES

1) BANK ACCOUNTS

Motion by Trustee Schecter, second by Trustee Yutes , 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 Trustee Wisnoski, second by Trustee Yutes, 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 Trustee Moore, second by Vice President Santucci ,
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:

President
Treasurer

VI. OFFICIAL NEWSPAPERS

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

VII. *REGULAR MEETINGS*

Motion by Trustee Moore, second by Treasurer Rosenberg, to change 9/15/21 meeting to 9/14/21 and that the regular meetings of the Westhampton Free Library be held at 6:00 pm at 7 Library Ave., Westhampton Beach, NY on the following dates:

7/21/21

8/18/21

9/14/21

10/20/21

11/17/21

12/15/21

1/19/22

2/16/22

3/16/22

4/20/22

5/18/22

6/15/22

7/20/22

Meetings are generally scheduled for the third Wednesday of the month except 9/14/21.

VIII **DAYS CLOSED**

Motion by Trustee Wisnoski second by Treasurer Rosenberg that the following days the Westhampton Free Library will be closed:

2021
September 6th
October 11th
November 11th
November 25th
November 26th open at 1:30 pm
December 24 th
December 25 th
December 31 st

2022
January 1 st
January 3rd (staff development day)
January 17th
February 21th
April 15th close at 12:30
April 17th
May 8th
May 30th
June 19th
July 4th

IX. **PETTY CASH FUNDS**

Motion by Trustee Moore, second by Trustee Yutes, that petty cash funds be established as follows for FY 2021-2022:

<u>TITLE</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Library	Lisa Toner/Mara Zonderman	\$ 1000.00

X. **LAWYER:**

Motion by Trustee Moore, second by Vice President Santucci, 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.

XI ***PROCUREMENT POLICY***

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

XII ***BYLAWS AND WRITTEN POLICIES***

Motion by Trustee Moore, second by Trustee Wisnoski, that the Bylaws of the Library and Written Policies have been reviewed and reapproved.

XII. ***ADJOURNMENT***

Motion by Trustee Moore, second by Trustee Wisnoski that the annual meeting of the Westhampton Free Library be adjourned at 6:19 pm.