

HALF HOLLOW HILLS COMMUNITY LIBRARY
AGENDA
ANNUAL REORGANIZATION MEETING

JULY 24, 2023

1. Call to Order
2. Oath of Office
3. Election of Officers 2023 - 2024
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Financial Secretary
4. Adoption of Budget for the 2023-2024 Fiscal Year in the amount of \$8,801,380 (*approved by the district voters on April 11, 2023*).
5. Appointment of Matthew Barnes as Library Treasurer at an hourly rate of \$100 (*previously \$75*).
6. Appointment of Margaret Hartough as the employee responsible for approval of all purchases.
7. Appointment of Michele Peluso as Records Management Officer.
8. Appointment of Quatela Chimeri PLLC as legal counsel for 2023-2024 at an hourly rate of \$250. (*no change*)
9. Appointment of Baldessari & Coster LLP as auditor for 2023-2024.
10. Appointment of Baldessari & Coster LLP as auditor for the financial statements for the audit year ended June 30, 2023, at an annual stipend of \$13,300 (*previously \$12,850*).
11. Appointment of Industrial Coverage Corporation, UNFCU Financial Services, LLC as insurance agent for employee health benefits and EPIC Insurance Brokers & Consultants as insurance agent for 2023-2024.
12. Authorization of the following payments in advance of an audit of claims.
 - a. Public utility services, postage, freight, and express charges in accordance with New York State Education Law, Section 1724. This payment must be approved by one Board member or Treasurer and the Library Director, Contingent Library Director, or Assistant Library Director. All such claims shall be presented at the next regularly scheduled Board meeting for audit and approval. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer, internet, and telephone services.

- b. Payroll and bills associated with payroll, such as Federal and New York State taxes, New York State Employees' Retirement System, 403B annuity payments, Employees' Association dues, FSA payments, Health, Dental, and Vision Insurance payments, and employee benefit deductions. This payment must be approved by one of the following, a Board Member, Treasurer, and the Library Director, Contingent Library Director, or Assistant Library Director. All such claims shall be presented at the next regularly scheduled Board Meeting for audit and approval.
13. Establishment of the petty cash fund for 2023-2024 at \$1,000.
14. Establishment of the change fund for 2023-2024 at \$1,300.
15. Establishment of the policy that the mileage reimbursement rate for employees on Library business will be based on the IRS standard mileage rate.
16. Designation of First National Bank of Long Island, as depository of the Library's operating funds and that all Trustees shall be authorized to sign, make, draw, accept or endorse on notes, drafts, etc. and that checks from the Expense Account signed by the Library Treasurer shall only be co-signed by one of the Trustees if the amount on the check is \$3,000 or more and payroll checks shall only be signed by the Library Treasurer. In the event that the Library Treasurer is unavailable, checks may be signed by a Library Trustee.
17. Designation of First National Bank of Long Island as bank for bond proceeds.
18. Designation of First National Bank of Long Island and M&T Bank as investment banks. Collateral Agreements will be enforced as required by General Municipal Law, Section 10.
19. Authorization for the Library Director, Contingent Library Director, Assistant Library Director, Business Manager, and Account Clerks to make telephone, wire and online transfers between Half Hollow Hills Community Library operating bank accounts and investment accounts with approval of Board Member or Treasurer.
20. Designation of the *Long Islander*, published in Huntington, N.Y., and the *Babylon Beacon*, published in Babylon, N.Y. as the newspapers in which legal notices pertaining to the library's budget vote and trustee election will appear and the *Long Islander or Newsday* for all other required legal notices.
21. Designation of Rosemarie Menta as Clerk of the Board of Trustees effective July 1, 2023, at a rate of pay equal to one and one-half times her annualized hourly rate.

22. Designation of Anne Votta as Substitute Clerk of the Board of Trustees effective July 1, 2023, at a rate of pay equal to one and one-half times her annualized hourly rate.
23. Confirmation of Benefits of Managerial/Confidential Employees:
 - a. The following Confidential/Managerial Employees shall all receive the same fringe benefits as those enjoyed by employees covered by the Collective Bargaining Agreement: Library Director, Contingent Library Director, Assistant Library Director, Business Manager, Building Maintenance Manager, Network and Systems Administrator, Network and Systems Technician, Principal Office Assistant, and Senior Office Assistant.
 - b. The effective date of Confidential Employee and Managerial Employee raises shall be July 1.
 - c. The Library Director/Contingent Library Director's annual salary shall be set on July 1.
 - d. The following Confidential/Managerial Employees shall enjoy membership in such professional associations as is customary and appropriate: Library Director, Contingent Library Director, Assistant Library Director, Business Manager, Building Maintenance Manager, Network and Systems Administrator, and Network and Systems Technician.
24. Adjournment of Reorganization Meeting.