

MINUTES OF THE ANNUAL REORGANIZATION MEETING OF THE
BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY
LIBRARY HELD ON JULY 24, 2023

1. The meeting was called to order by Library Board President, Jacob Goldman, at 6:30PM. Also present were Board Members, Larry Bloomstein and Maxine Cohen. Board member, Wayne Griffith, was absent with prior notice.
2. Also present were Contingent Library Director, Margaret Hartough, Business Manager, Michele Peluso, and Clerk of the Board of Trustees, Rosemarie Menta.
3. Upon a motion by Mr. Bloomstein, seconded by Mrs. Cohen, the Board of Trustees entered into Executive Session to discuss officers for the 2023 - 2024 term at 6:30PM.
4. Board Member, Bruce Gordon, arrived and entered the Executive Session at 6:35PM.
5. Upon a motion by Mrs. Cohen, seconded by Mr. Gordon, the Board of Trustees reconvened into Open Session at 6:46PM.
6. The election of officers for 2023 - 2024 term was held. Following nominations, the slate of officers was unanimously approved.

President	-	Larry Bloomstein
Vice President	-	Maxine Cohen
Secretary	-	Jacob Goldman
Financial Secretary	-	Wayne Griffith
7. The Oath of Office was administered to Larry Bloomstein and Margaret Hartough.
8. Upon a motion by Mr. Goldman, seconded by Mr. Gordon, the Board of Trustees approved the adoption of the budget for the 2023-2024 Fiscal Year in the amount of \$8,801,380 (Approved by the District Voters on April 11, 2023).

9. Upon a motion by Mr. Gordon, seconded by Mr. Goldman, the Board of Trustees approved the appointment of Matthew Barnes as Library Treasurer at an hourly rate of \$100.
10. Upon a motion by Mrs. Cohen, seconded by Mr. Gordon, the Board of Trustees approved the appointment of Margaret Hartough as the employee responsible for approval of all purchases.
11. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Board of Trustees approved the appointment of Michele Peluso as Records Management Officer.
12. Upon a motion by Mrs. Cohen, seconded by Mr. Goldman, the Board of Trustees approved the appointment of Quatela Chimeri PLLC as legal counsel for 2023-2024 at an hourly rate of \$250.
13. Upon a motion by Mrs. Cohen, seconded by Mr. Goldman, the Board of Trustees approved the appointment of Baldessari & Coster LLP as auditor for 2023-2024.
14. Upon a motion by Mrs. Cohen, seconded by Mr. Goldman, the Board of Trustees approved the 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.
15. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Board of Trustees approved the 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.
16. Upon a motion by Mrs. Cohen, seconded by Mr. Goldman, the following payments are authorized by the Board of Trustees 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, 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.

- 17. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Board of Trustees approved the establishment of the petty cash fund for 2023-2024 in the amount of \$1,000.
- 18. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Board of Trustees approved the establishment of the change fund for 2023-2024 in the amount of \$1,300.
- 19. Upon a motion by Mrs. Cohen, seconded by Mr. Goldman, the Board of Trustees agreed to establish a policy that the mileage reimbursement rate for employees on Library business will be based on the IRS standard mileage rate.
- 20. Upon a motion by Mr. Goldman, seconded by Mr. Gordon, the Board of Trustees approved the 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.
- 21. Upon a motion by Mrs. Cohen, seconded by Mr. Goldman, the Board of Trustees approved the designation of First National Bank of Long Island as bank for bond proceeds.
- 22. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Board of Trustees approved the 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.

23. Upon a motion by Mr. Goldman, seconded by Mr. Gordon, the Board of Trustees approved the 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.
24. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Board of Trustees approved the 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.
25. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the Board of Trustees approved the 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.
26. Upon a motion by Mr. Goldman, seconded by Mr. Gordon, the Board of Trustees approved the 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.
27. Upon a motion by Mrs. Cohen, seconded by Mr. Goldman, the Confirmation of Benefits for Managerial/Confidential employees was approved by the Board of Trustees.
 - 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.
28. Upon a motion by Mr. Goldman, seconded by Mrs. Cohen, the meeting was adjourned at 7:06PM.

Respectfully submitted,

Rosemarie Menta
Clerk of the Board of Trustees

Jacob Goldman
Secretary