

MINUTES OF THE ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY LIBRARY HELD ON JULY 25, 2022

1. The meeting was called to order by Library Board President, Jacob Goldman, at 6:30PM. Also present were Board Members, Larry Bloomstein, Wayne Griffith, and Bruce Gordon. Maxine Cohen was absent with prior notice.
2. Also present were Helen Crosson, Library Director, Charlene Muhr, Assistant Library Director; Michele Peluso, Business Manager, and Rosemarie Menta, Clerk of the Board of Trustees. Anne Votta, Substitute Clerk of the Board of Trustees, was absent with prior notice.
3. The Oath of Office was administered to Jacob Goldman and Helen Crosson.
4. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the adoption of the budget for the 2022-2023 fiscal year in the amount of \$8,538,774 (Approved by the District Voters on April 5, 2022).
5. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the appointment of Matthew Barnes as Library Treasurer at an hourly rate of \$75.
6. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the appointment of Helen Crosson, Charlene Muhr and Michele Peluso as employees responsible for purchasing.
7. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the appointment of Michele Peluso as Records Management Officer.
8. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the appointment of Hamburger, Maxson, Yaffe & Martingale, LLP as legal counsel for 2022-2023 at an hourly rate of \$250.
9. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the appointment of Baldessari & Coster LLP as auditor for 2022-2023.

10. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the appointment of Baldessari & Coster LLP as auditor for the financial statements for the audit year ended June 30, 2022, at an annual stipend of \$12,850.
11. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the appointment of Industrial Coverage Corporation, UNFCU Financial Services, LLC as insurance agent for employee health benefits and Cook Maran an Epic company as insurance agent for the Library for the period of 2022-2023.
12. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the following payments are authorized by the Board of Trustees in advance of an audit of claims.
  1. 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 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.
  2. 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 and employee benefit deductions. This payment must be approved by one of the following, a Board Member, Treasurer, Library Director, or Assistant Library Director. All such claims shall be presented at the next regularly scheduled Board Meeting for audit and approval.
13. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the establishment of the petty cash fund for 2022-2023 in the amount of \$1,000.
14. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the establishment of the change fund for 2022-2023 in the amount of \$1,300.

15. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, 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.
16. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, 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.
17. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the designation of First National Bank of Long Island as bank for bond proceeds.
18. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the designation of First National Bank of Long Island and People's United Bank as investment banks. Collateral Agreements will be enforced as required by General Municipal Law, Section 10.
19. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the authorization of Michele Peluso, Business Manager, Antonietta Libardi, Sandra Kraljic, Chelsea Helf, Account Clerk Typists, Charlene Muhr, Assistant Library Director, and Helen Crosson, Library Director, 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. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, 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.
21. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the designation of Rosemarie Menta as Clerk of the Board of

Trustees effective July 1, 2022, at a rate of pay equal to one and one-half times her annualized hourly rate.

22. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees approved the designation of Anne Votta as Substitute Clerk of the Board of Trustees effective July 1, 2022, at a rate of pay equal to one and one-half times her annualized hourly rate.
23. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Confirmation of Benefits for Managerial/Confidential employees was approved by the Board of Trustees.
  - I. Confidential/Managerial Employees shall receive the same fringe benefits as those enjoyed by employees covered by the Collective Bargaining Agreement, and in addition, the Library Director, Assistant Library Director, Business Manager, Building Maintenance Manager, Network & Systems Administrator, Network & Systems Specialist, and Network & Systems Technician shall receive all benefits enjoyed by the most senior level of professional staff covered by the Collective Bargaining Agreement.
  - II. The effective date of Confidential Employee raises shall be July 1. The effective date of Managerial Employee raises shall be their anniversary date.
  - III. The Director's annual salary shall be set on the anniversary date of his/her hire.
  - IV. Confidential/Managerial Employees shall receive the same fringe benefits as those employees covered by the Collective Bargaining Agreement, and in addition, the Library Director, Assistant Library Director, Business Manager, Building Maintenance Manager, Network & Systems Administrator, Network & Systems Specialist, and Network & Systems Technician shall enjoy membership in such professional associations as is customary and appropriate.
24. Upon a motion by Mr. Griffith, seconded by Mr. Bloomstein, the Board of Trustees adjourned into Executive Session to discuss officers for the 2022 - 2023 term at 6:37PM.

25. The Board of Trustees reconvened into Open Session at 6:39PM.

26. The election of officers for 2022 - 2023 term was held. Following nominations, the slate of officers was unanimously approved.

President	-	Jacob Goldman
Vice President	-	Maxine Cohen
Secretary	-	Larry Bloomstein
Financial Secretary	-	Bruce Gordon

27. Upon a motion by Mr. Bloomstein, seconded by Mr. Griffith, the meeting was adjourned at 6:40PM.

Respectfully submitted,

Rosemarie Menta  
Clerk of the Board of Trustees

Wayne Griffith  
Secretary