

MINUTES OF THE ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY LIBRARY HELD ON JULY 15, 2019, AT THE CHESTNUT HILL SCHOOL.

1. The meeting was called to order by the President, Maxine Roeper Cohen, at 9:06 p.m. Present were Board members Larry Bloomstein, Bruce Gordon, Jacob Goldman and Wayne Griffith.
2. Also present were Charlene Muhr, Assistant Library Director; Michele Peluso, Business Manager; Patricia Lynch, Clerk of the Board of Trustees, Anne Votta, Substitute Clerk of the Board of Trustees and Helen Crosson, Library Director was absent with prior notice.
3. Arlene Lowenhar (Staff Member) attended the Board meeting as a guest.
4. The oath of office was administered to Maxine Roeper Cohen.
5. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the adoption of the budget for the 2019-2020 fiscal year in the amount of \$7,980,820(approved by the district voters on April 2, 2019).
6. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the appointment of Christina Spinelli as Treasurer of the Library at an hourly rate of \$55.
7. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the appointment of Helen Crosson, Charlene Muhr and Michele Peluso as employees responsible for purchasing.
8. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the appointment of Michele Peluso as Records Management Officer.
9. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the appointment of Hamburger, Maxson, Yaffe & McNally, LLP as legal counsel for 2019-2020 at an hourly rate of \$245.
10. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the appointment of Baldessari & Coster LLP as auditor for 2019-2020.
11. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the appointment of Baldessari & Coster LLP as auditor of the financial statements for the audit year ended June 30, 2019, at an annual stipend of \$11,900.
12. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the appointment of Industrial Coverage Corporation, UNFCU Financial Services, LLC as insurance agent for employee health benefits and Joseph P. Price Agency, Inc. as insurance agent for the Library for the period of 2019-2020.

13. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the following payments are authorized 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 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.
14. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the establishment of a petty cash fund for 2019-2020 in the amount of \$1,000.
15. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the establishment of cash drawer funding for 2019-2020 in the amount of \$1,300.
16. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board agreed to establish a policy that the mileage reimbursement rate for employees, as per the Conference and Travel Policy, will be based on the IRS current standard mileage rate.
17. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the designation of Capital One Bank 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 \$3000 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.
18. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the designation of First National Bank of Long Island as bank for bond proceeds.
19. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the designation of Capital One Bank, People's United Bank and Bank United as investment banks with the maximum amount on deposit in each such bank of \$3,750,000; Third Party Collateral Agreements will be enforced as required by General Municipal Law, Section 10.

20. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board approved the authorization of Michele Peluso, Business Manager, Annemarie Donohue, Sandra Kraljic, Phyllis Keegan, Account Clerk Typist, Charlene Muhr, Assistant Library Director and Helen Crosson, Library Director, to make telephone, wire transfers and online transfers between Half Hollow Hills Community Library operating bank accounts and investment accounts with approval of Board member or Treasurer.
21. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board 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.
22. Upon a motion by Mr. Griffith, seconded by Mr. Goldman the Board approved the designation of Patricia Lynch as Clerk of the Board of Trustees effective July 1, 2019, 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. Goldman, the Board approved the designation of Anne Votta as Substitute Clerk of the Board of Trustees effective July 1, 2019, at a rate of pay equal to one and one-half times her annualized hourly rate.
24. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Confirmation of Benefits for Managerial/Confidential employees was approved.
  - 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 Director, Assistant Library Director, the Building Maintenance Manager, the Head of Digital Services and Network & Systems Administrator & 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. The Library Director, Assistant Library Director, Business Manager, Building Maintenance Manager, Network & Systems Administrator, Network & Systems Technician shall enjoy membership in such professional associations as is customary and appropriate.

25. Upon a motion by Mr. Goldman, seconded by Mr. Bloomstein, the Board of Trustees adjourned into executive session to discuss officers for the 2019- 2020 term at 9:15pm.
26. The Board of Trustees reconvened into open session at 9:18pm.
27. The election of officers for 2019-2020 term was held. Following nominations, the slate of officers was unanimously approved;

President	-Jacob Goldman
Vice President	-Bruce Gordon
Secretary	-Wayne Griffith
Financial Secretary	-Larry Bloomstein
28. Upon a motion by Mr. Goldman, seconded by Mr. Bloomstein, the meeting was adjourned at 9:20pm.

Respectfully submitted,

Patricia Lynch  
Clerk of the Board of Trustees

Wayne Griffith  
Secretary