

**Board of Trustees
Annual Reorganization Meeting
Thursday, July 8, 2021 @ 10:00 a.m.**

Board Members Present: Joyce Hilgeman, Ph.D., President
Ellen Rieger, Vice President
Renee Boyer, Finance Officer
David Clemens, Secretary
Jenny Shore, Trustee

Library Staff Present: Ryan Athanas, Library Director
Katherine Rath, Senior Account Clerk

Absent: Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:04 a.m. by Dr. Joyce Hilgeman, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

The regular order of business was suspended so that the members of the Board of Trustees could each take the Oath of Office and nominate officers for the 2021-2022 fiscal year.

OATH OF OFFICE

Mrs. Jennifer Handler, Notary Public, witnessed the reciting of the Oath of Office by the Harborfields Public Library Board of Trustees, as well as by Mr. Athanas, Library Director, and Mrs. Rath, Senior Account Clerk, for the 2021-2022 fiscal year. Mrs. Spinelli, Treasurer, will take the Oath of Office on Friday, July 30th, 2021.

NOMINATIONS FOR BOARD OFFICERS FOR 2021-2022

In order to facilitate the smooth transition of officers and duties for the Board for fiscal year 2021-2022, effective July 1, 2021, nominations of officers were made as follows:

Motion by Mrs. Shore to nominate Dr. Hilgeman as President.

Second, Mr. Clemens. AYES: ALL. Motion carried.

Motion by Mrs. Shore to nominate Mrs. Rieger as Vice President.

Second, Ms. Boyer. AYES: ALL. Motion carried.

Motion by Mrs. Shore to nominate Ms. Boyer as Finance Officer.

Second, Mr. Clemens. AYES: ALL. Motion carried.

Motion by Mrs. Shore to nominate Mr. Clemens as Secretary.

Second, Mrs. Rieger. AYES: ALL. Motion carried.

Motion by Mrs. Rieger to nominate Mrs. Shore as Trustee-At-Large.

Second, Ms. Boyer. AYES: ALL. Motion carried.

REORGANIZATION

Motion by Mrs. Shore to authorize Dr. Hilgeman, President of the Board of Trustees, to sign the Treasurer's Agreement between Mrs. Cristina Spinelli and the Harborfields Public Library for the period of July 1, 2021 – June 30, 2022 (as attached).

Second, Mr. Clemens. AYES: ALL. Motion carried.

REORGANIZATION (Continued)

Motion by Mrs. Rieger to authorize Dr. Hilgeman, President of the Board of Trustees, to sign the 2021-2022 Memorandum of Understanding for Mr. Athanas, Library Director.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to appoint Mrs. Rath, as Clerk, to take the minutes at the Library Board Meetings subject to the approval of the Secretary of the Board of Trustees.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to designate First National Bank of Long Island as the depository bank for Harborfields Public Library's General Fund, Capital MMA, Capital Checking, Debt Service, Accounts Payable, Flexible Spending and Credit Card Accounts for the 2021-2022 fiscal year.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to authorize Mr. Athanas, Library Director, to sign the Retainer Agreement for the firm of Lamb & Barnosky, LLP, as attorneys for the Harborfields Public Library for the fiscal year 2021-2022 on the basis of a retainer fee of \$5,640.00 per annum, payable in monthly installments of \$470.00, as per Agreement.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to authorize Mr. Athanas, Library Director, and Mrs. Rath, Senior Account Clerk, to initiate instructions via phone or otherwise for investments, inter-account transfers and wire transfers and to invest Library funds available in excess of the amount needed for immediate operating expenses at their discretion.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to appoint Mrs. Rath as Records Custodian for the Harborfields Public Library.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to appoint Mr. Athanas, Library Director, as Records Access Officer for the Harborfields Public Library and Mrs. Rath, Senior Account Clerk, as Records Access Officer in the absence of the Director of the Library.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore...

RESOLVED that the Board of Trustees of Harborfields Public Library hereby authorizes the use Of Quickbooks by the following designated employees of the Library:
Mr. Athanas, Mrs. Rath and Mrs. Kantianis, provided that a record of all checks, signatures and transactions is maintained by such persons and that all checks and other documents imprinted by means of Quickbooks, and all voided checks and documents are entered therein, and such records are available for the Trustees at every meeting and whenever otherwise requested by a Trustee, and that no such checks or signatures are issued or negotiated without the approval of the Board of Trustees; and that these records will be provided to our accountants for review at their request and annually, for auditing purposes; and it is further...

RESOLVED that the persons so designated shall be charged with the responsibility of insuring the security and access to Quickbooks by limiting the number of authorized users by securing individual licenses, and by keeping secure all passwords for the persons so designated.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

POLICY REVIEW

CONFLICT OF INTEREST POLICY

The Conflict of Interest Policy, originally adopted March 25, 2014, was reviewed by the Board and signed by all (5) Trustees and Mr. Athanas, Library Director, as attached.

CODE OF ETHICS POLICY

The Conflict of Interest Policy, originally approved June 28, 2007, then revised January 24, 2013, was reviewed by the Board and signed by all (5) Trustees and Mr. Athanas, Library Director, as attached.

BY-LAWS

Mr. Athanas distributed the current By-Laws with proposed changes as needed based upon current library procedures. Acceptance/Adoption of the revised By-Laws is tabled until the July 29, 2021, meeting.

FINANCIAL REPORTS

Motion by Ms. Boyer to approve the payment of the following Warrant for July 8, 2021:

Warrant 7-21-1	\$3,982.89
Second, Mrs. Rieger.	AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Ms. Boyer, seconded by Mrs. Rieger, to adjourn the meeting.

There being no further business, the meeting was adjourned at 10:32 a.m.

Respectfully submitted,

Katherine Rath for
David Clemens, Secretary