

Board of Trustees
Annual Reorganization Meeting
Thursday, July 11, 2023 @ 9:30 a.m.

Board Members Present: Renee Boyer, President
David Clemens, Vice President
Jennifer Shore, Finance Officer
Ellen Rieger, Secretary
Jenny Shore, Trustee

Library Counsel: Robert Cohen, Esq.

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

Absent: Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 9:35 a.m. by Renee Boyer, President.

PUBLIC PARTICIPATION

There was no public participation.

CALL FOR NEW BUSINESS

There was no new business added to the agenda.

TRUSTEE EDUCATION

The regular order of business was suspended @ 9:37 a.m. so that the library's attorney, Mr. Robert Cohen, could provide NYS Mandated Library Trustee training. In addition, Mr. Cohen discussed First Amendment cases and their corresponding precedent rulings as they pertain to current concerns for the library.

OATHS OF OFFICE

Mr. Robert Cohen, Attorney from Lamb & Barnosky, LLP, witnessed the reciting of the Oaths of Office by the Harborfields Public Library Board of Trustees, as well as by Mr. Athanas, Library Director, Mrs. Meglio, Assistant Library Director, and Mrs. Rath, Acting District Clerk for the Library's Budget Vote, for the 2023-2024 fiscal year. Mrs. Spinelli, Treasurer, will take the Oath of Office on Friday, July 28th, 2023. The original notarized oaths will be mailed to the Suffolk County Clerk and copies will be sent to the Huntington Town Clerk.

NOMINATIONS FOR BOARD OFFICERS FOR 2023-2024

In order to facilitate the smooth transition of officers and duties for the Board for the 2023-2024 fiscal year, effective July 1, 2023, nominations of officers were made as follows:

Motion by Mrs. Shore to nominate Renee Boyer as President.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

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NOMINATIONS FOR BOARD OFFICERS FOR 2023-2024 (continued)

Motion by Mrs. Rieger to nominate David Clemens as Vice President.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to nominate Jennifer Shore as Finance Officer.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to nominate Ellen Rieger as Secretary.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to nominate Dr. Joyce Hilgeman as Trustee-at-Large.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

REORGANIZATION

Motion by Mrs. Shore to authorize Renee Boyer, 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, 2023 – June 30, 2024, as attached.

Second, Dr. Hilgeman.

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 2023-2024, on the basis of a retainer fee of \$5,640.00 per annum, payable in monthly installments of \$470.00, as per agreement, and non-retainer services, including litigation, shall be paid by the library at the blended rate of \$220.00 per hour for any attorney from the firm that works on the non-retainer matter. Agreement attached.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to authorize Renee Boyer, President of the Board of Trustees, to sign the 2023-2024 Memorandum of Understanding for Mr. Athanas, Library Director, with revisions regarding compensatory time for holidays as discussed.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to authorize Renee Boyer, President of the Board of Trustees, to sign the 2023-2024 Memorandum of Understanding for Mrs. Meglio, Assistant Library Director, with revisions regarding compensatory time for holidays as discussed.

Second, Dr. Hilgeman.

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, Gift, Accounts Payable, Payroll, Flexible Spending and Credit Card Accounts for the 2023-2024 fiscal year.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger 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, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger 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, Dr. Hilgeman.

AYES: ALL. Motion carried.

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

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger 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, Dr. Hilgeman.

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. Fellmeth, 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...

REORGANIZATION (continued)

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, Dr. Hilgeman.

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, Mr. Athanas, Library Director, and Mrs. Meglio, Assistant Library Director, as attached – signatures redacted.

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, Mr. Athanas, Library Director, and Mrs. Meglio, Assistant Library Director, as attached – signatures redacted.

BYLAWS

The Bylaws of the Harborfields Public Library, originally adopted in 1972 and revised in July of 2021, was reviewed by the Board and signed by all (5) Trustees, as attached – signatures redacted.

MINIMUM STARTING SALARY CHART

This item has been tabled until the Board meeting of July 27th, 2023.

TRUSTEE EDUCATION POLICY

This item has been tabled until the Board meeting of July 27th, 2023.

INVESTMENT POLICY

This item has been tabled until the Board meeting of August 24th, 2023 or until such time that it may be reviewed and revised by our attorneys.

EARLY CREDIT CARD ACCOUNT PAYMENT

Motion by Mrs. Rieger to allow Mrs. Rath, Senior Account Clerk, to initiate a check payment for the FNBLI Visa credit card account by its due date, and prior to the Board meeting on July 27th, 2023, in order to avoid finance charges. A record of this payment will be presented at the Board meeting on July 27th, 2023, as Warrant 7-23-1.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Rieger, seconded by Dr. Hilgeman, to adjourn the meeting. There being no further business, the meeting was adjourned at 10:59 a.m.

Respectfully submitted,

Katherine Rath for Ellen Rieger, Secretary