



Harborfields

PUBLIC LIBRARY

31 BROADWAY GREENLAWN, NY 11740

Board of Trustees
Annual Reorganization Meeting
Thursday, July 9, 2020 @ 10:00 a.m.

Board Members Present:

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

Director:

Carol Albano

Assistant Director:

Ryan Athanas

Absent:

Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:06 a.m. by Mr. Clemens, 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 2020-2021 fiscal year.

OATH OF OFFICE

Mr. Robert Cohen, Attorney from Lamb & Barnosky LLP, witnessed the reciting of the Oath of Office by the Harborfields Public Library Board of Trustees, as well as by Mrs. Albano, Director, Mr. Athanas, Assistant Director, and Mrs. Rath, Senior Account Clerk, for the 2020-2021 fiscal year. Mrs. Spinelli, Treasurer, will take the Oath of Office on Thursday, July 23rd, 2020.

NOMINATIONS FOR BOARD OFFICERS FOR 2020-2021

In order to facilitate the smooth transition of officers and duties for the Board for fiscal year 2020-2021, effective July 1, 2020, 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 Mr. Clemens to nominate Mrs. Rieger, as Vice President.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

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

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

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

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to nominate Mr. Clemens, as Trustee-At-Large.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

REORGANIZATION

Due to the extended length of time the current Annual Agreement for the library's Treasurer has been in place, the Board has asked that Mr. Robert Cohen, attorney, review the language and terms of the agreement before renewing it for the 2020-2021 fiscal year with Mrs. Spinelli. Therefore, the signing of this agreement is **tabled until the July 23rd, 2020** Board meeting.

Motion by Mrs. Rieger to allow the President of the Board of Trustees to sign the 2020-2021 Memorandums of Understanding for Mrs. Albano, Director, and for Mr. Athanas, Assistant Director.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

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

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Ms. Boyer 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, Payroll, Flexible Spending & Credit Card accounts for the 2020-2021 fiscal year.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to authorize Mrs. Albano, Library Director, or Mr. Athanas, Assistant 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 2020-2021 on the basis of a retainer fee of \$5,640.00 per annum, payable in monthly installments of \$470.00, as per Agreement.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to authorize Mrs. Albano, Library Director, or Mr. Athanas, Assistant 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, Senior Account Clerk, as Records Custodian for the Harborfields Public Library.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Ms. Boyer to appoint Mrs. Albano, Library Director, or Ryan Athanas, Assistant 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 facilities.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Ms. Boyer...

RESOLVED that the Board of Trustees of Harborfields Public Library hereby authorizes the use of Quickbooks by the following designated employees of the Library:
Mrs. Albano, 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, Mr. Clemens.

AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Ms. Boyer to approve the payment of the following Warrant for July 9, 2020:

Warrant 7-20-1	\$2,283.39
Second, Dr. Hilgeman.	AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 10:32 a.m. to discuss the employment history of a particular employee.

Second, Ms. Boyer.	AYES: ALL. Motion carried.
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Motion by Mrs. Shore to return to the regular order of business at 10:50 a.m.

Second, Mrs. Rieger.	AYES: ALL. Motion carried.
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The acceptance of the retirement letter submitted by Mrs. Albano, Director, is tabled until July 23rd, 2020.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Mrs. Rieger, to adjourn the meeting.

There being no further business, the meeting was adjourned at 10:51 a.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary