

HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



Board of Trustees Annual Reorganization Meeting Thursday, July 6, 2017 @ 10 a.m.

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

Director: Carol Albano

Assistant Director: Ryan Athanas

Absent: William Baker, Secretary
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:06 a.m. by Mrs. Rieger, President.

PUBLIC PARTICIPATION

There was 1 community member in attendance serving as a notary public.

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 2017-2018 fiscal year.

OATH OF OFFICE

Mr. Roy Vollmer, Notary Public, witnessed the reciting of the Oath of Office by the Harborfields Public Library Board of Trustees, as well as by Mrs. Albano, Mr. Athanas and Mrs. Rath for the 2017-2018 fiscal year. Mrs. Spinelli, Treasurer, will take the Oath of Office on Friday, July 21st, which will also be witnessed by Mr. Roy Vollmer, Notary Public from Vollmer-Adair Agency, Inc.

NOMINATIONS FOR BOARD OFFICERS FOR 2017-2018

In order to facilitate the smooth transition of officers and duties for the Board for fiscal year 2017-2018, effective July 1, 2017, nominations of officers were made as follows:

Motion by Mrs. Shore to nominate Mrs. Ellen Rieger, President.

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Mrs. Shore to nominate Mr. David Clemens, Vice President.

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to nominate Mr. William Baker, Finance Officer.

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

Motion by Mr. Clemens to nominate Dr. Joyce Hilgeman, Secretary.

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

Motion by Dr. Hilgeman to nominate Mrs. Jenny Shore, Trustee-At-Large.

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

REORGANIZATION

Motion by Mrs. Shore to authorize Mrs. Rieger, President of the Board of Trustees, to sign the Treasurer's Agreement between Mrs. Cristina Spinelli and Harborfields Public Library for the period of July 1, 2017 – June 30, 2018 (as attached).

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman 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. Shore.

AYES: ALL. Motion carried.

Motion by Mr. Clemens to designate First National Bank of Long Island as the depository bank for Harborfields Public Library's General, Savings and Building accounts for the 2017-2018 fiscal year.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Shore 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 2017-2018 on the basis of a retainer fee of \$5,640.00 per annum, payable in monthly installments of \$470.00, as per Agreement dated June 26, 2017 (as attached).

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to authorize Mrs. Albano, Library Director, or Mr. Athanas, Assistant Library Director and Mrs. Rath, Administrative Assistant, 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 in Treasury Bills, Government Money Market Accounts or Certificates of Deposit at their discretion.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman 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 Mrs. Albano, Library Director, or Ryan Athanas, Assistant Library Director, as Records Access Officer for the Harborfields Public Library and Mrs. Rath, Administrative Assistant, as Records Access Officer in the absence of the Director of the Library facilities.

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 the signature machine by the following designated employees of the Library:
Mrs. Albano, Mr. Athanas, Mrs. Rath and Mrs. Kantianis, provided that a bound register of checks and signatures is maintained by such persons and that all checks and other documents imprinted by means of use of the signature machine and all voided checks and documents are entered therein, and such bound record is 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 it is further

RESOLVED that the persons so designated shall be charged with the responsibility of maintaining the security of said machine by means of securing, under lock and key, the signature plate and by limiting possession of keys to said machine to the persons so designated.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

REORGANIZATION (Continued)

Motion by Mrs. Shore to authorize Mrs. Rieger, President of the Board Trustees, to sign the Memorandum of Understanding for Mrs. Albano, Library Director, and Mr. Athanas, Assistant Library Director, respectively.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

EARLY CLOSING FOR FUNDRAISING EVENT

Motion by Mrs. Shore to close the library on Saturday, August 5th, 2017 at 3:00 p.m., re-opening at 6:00 p.m., to prepare for the Friends' of the Library fundraiser, "Putting through the Library" mini-golf event.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Shore, seconded by Mr. Clemens, to adjourn the meeting.

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Katherine Rath for
Dr. Joyce Hilgeman, Secretary