

# HARBORFIELDS PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740



## Board of Trustees Annual Reorganization Meeting Thursday, July 12, 2018 @ 10 a.m.

**Board Members Present:** Ellen Rieger, President  
David Clemens, Vice President  
Joyce Hilgeman, Ph.D., Secretary  
Jenny Shore, Trustee  
Joseph Friedlander, Trustee-Elect

**Counsel:** Robert H. Cohen, Esq.

**Director:** Carol Albano

**Assistant Director:** Ryan Athanas

**Absent:** Cristina Spinelli, Treasurer

### PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:01 a.m. by Mrs. Rieger, President.

### PUBLIC PARTICIPATION

There was no public participation.

### CALL FOR NEW BUSINESS

Mr. Robert Cohen, Attorney for the library, was present to discuss the process of filling Mr. William Baker's vacant Library Board position. He will also serve as a notary public and will administer the Oaths of Office.

Mr. Joseph Friedlander was asked by the Board of Trustees and kindly accepted to serve on the Board filling the position left vacant as a result of Mr. William Baker passing. Mr. Friedlander will serve on the Board until the election in April, 2019, at which time there will be (2) openings on the Board. If there are two candidates running, the candidate receiving the highest number of votes will serve for a five-year term and the candidate receiving the second highest number of votes will serve the remainder of Mr. Baker's original term, which ends on June 30<sup>th</sup>, 2020.

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 2018-2019 fiscal year.

### OATH OF OFFICE

Mr. Robert Cohen, Attorney, 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 2018-2019 fiscal year. Mrs. Spinelli, Treasurer, will take the Oath of Office on Thursday, July 26<sup>th</sup>, which will be witnessed by Mr. Roy Vollmer, Notary Public from Vollmer-Adair Agency, Inc.

### NOMINATIONS FOR BOARD OFFICERS FOR 2018-2019

In order to facilitate the smooth transition of officers and duties for the Board for fiscal year 2018-2019, effective July 1, 2018, nominations of officers were made as follows:

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

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

Motion by Mr. Friedlander to nominate Mrs. Shore, Vice President.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

**NOMINATIONS FOR BOARD OFFICERS FOR 2018-2019 (Continued)**

Motion by Mrs. Shore to nominate Mrs. Rieger, Finance Officer.

Second, Mr. Friedlander.

AYES: ALL. Motion carried.

Motion by Mr. Friedlander to nominate Dr. Hilgeman, Secretary.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

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

Second Mr. Clemens.

AYES: ALL. Motion carried.

**REORGANIZATION**

Motion by Mrs. Shore to authorize Mr. Clemens, 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, 2018 – June 30, 2019 (as attached).

Second, Mrs. Rieger.

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 Mrs. Shore to designate First National Bank of Long Island as the depository bank for Harborfields Public Library's General, Savings and Building accounts for the 2018-2019 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 2018-2019 on the basis of a retainer fee of \$5,640.00 per annum, payable in monthly installments of \$470.00, as per Agreement dated July 10, 2018 (as attached).

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger 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. Friedlander.

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. Friedlander 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, Mrs. Shore.

AYES: ALL. Motion carried.

**REORGANIZATION (Continued)**

Motion by Dr. Hilgeman...

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, Mrs. Rieger.

AYES: ALL. Motion carried.

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

Second, Mrs. Shore.

AYES: ALL. Motion carried.

**PUBLIC PARTICIPATION**

There was no public participation.

**ADJOURNMENT**

Motion by Mrs. Shore, seconded by Dr. Hilgeman, to adjourn the meeting.

There being no further business, the meeting was adjourned at 10:36 a.m.

Respectfully submitted,

Katherine Rath for  
Dr. Joyce Hilgeman, Secretary