

**Board of Trustees**  
**Annual Reorganization Meeting**  
**Thursday, July 9, 2024 @ 10:00 a.m.**

**Board Members Present:** Renee Boyer, President  
David Clemens, Vice President  
Jennifer Shore, Finance Officer  
Ellen Rieger, Secretary  
Dr. Joyce Hilgeman, Trustee

**Library Counsel:** Robert Cohen, Esq., Bond, Schoeneck & King, PLLC

**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 10:00 a.m. by David Clemens, Vice President.

**PUBLIC PARTICIPATION**

There was no public participation.

**CALL FOR NEW BUSINESS**

There was no new business added to the agenda.

**OATHS OF OFFICE**

Mr. Robert Cohen, Attorney from Bond, Schoeneck & King, PLLC, witnessed the reciting of the Oaths of Office by Dr. Joyce Hilgeman, re-elected to the Harborfields Public Library Board of Trustees for a five-year term beginning July 1<sup>st</sup>, 2024, 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 2024-2025 fiscal year. Mrs. Spinelli, Treasurer, will take the Oath of Office on Friday, July 26th, 2024. 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 2024-2025 fiscal year, effective July 1, 2024, nominations of officers were made as follows:

Motion by Mrs. Rieger to nominate Mrs. Jennifer Shore as President.  
Second, Mr. Clemens. AYES: ALL. Motion carried.

Motion by Mr. Clemens to nominate Mrs. Ellen Rieger as Vice President.  
Second, Mrs. Shore. AYES: ALL. Motion carried.

Motion by Mrs. Shore to nominate Ms. Renee Boyer as Finance Officer.  
Second, Mrs. Rieger. AYES: ALL. Motion carried.

Motion by Mrs. Shore to nominate Dr. Joyce Hilgeman as Secretary.  
Second, Mrs. Rieger. AYES: ALL. Motion carried.

Motion by Mrs. Rieger to nominate Mr. David Clemens as Trustee-at-Large.  
Second, Mrs. Shore. AYES: ALL. Motion carried.

## REORGANIZATION

Motion by Mrs. Rieger to authorize Mrs. Shore, 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, 2024 – June 30, 2025, 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 Bond, Schoeneck & King, PLLC, as attorneys for the Harborfields Public Library for the fiscal year 2024-2025, 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 on file in the Business Office.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to authorize Mrs. Shore, President of the Board of Trustees, to sign the 2024-2025 Memorandum of Understanding for Mr. Athanas, Library Director, with revisions regarding compensatory time as struckthrough and initialed. Original document on file in the Library's Office of Human Resources.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to authorize Mrs. Shore, President of the Board of Trustees, to sign the 2024-2025 Memorandum of Understanding for Mrs. Meglio, Assistant Library Director, with revisions regarding compensatory time as struckthrough and initialed. Original document on file in the Library's Office of Human Resources.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to designate First National Bank of Long Island as the primary depository bank for the Harborfields Public Library's General Fund, Capital MMA, Capital Checking, Debt Service, Gift, Accounts Payable, Payroll, Flexible Spending and Credit Card Accounts for the 2024-2025 fiscal year.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to authorize Mr. Athanas, Library Director, Mrs. Meglio, 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, 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, Mr. Clemens.

AYES: ALL. Motion carried.

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

Second, Mr. Clemens.

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, Ms. Boyer.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger...

**RESOLVED** that the Board of Trustees of the 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 **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.

