

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY
Annual Organizational Meeting
January 18, 2017

Present: Louise Collins, Tom House, Jackie Poole, John Vendetti, Tom White, Sarah Stenn, Matthew Rojano, Sandra Ferguson, Harvey Loomis.

President Collins called the meeting to order at 3:37pm.

The Director introduced Judy Williams, Co-President of the Friends of the Library, and Erin Dickson, a new member of the friends, an exemplar of the “younger than sixty” membership the Friends are seeking. They discussed some of the plans mentioned at the last meeting, praised Stephen Gaines for his enthusiasm and good efforts in lining up the authors for next summer’s Fridays at Five, confirmed that there will be a fundraising barn party on July 15, and that they are still hoping to stage a golf day in the Fall. Board members greeted their announcements with enthusiasm.

After the Friends left, the Organizational Meeting began. Matthew Rojano moved, Sandra Ferguson seconded and the Board voted unanimously to approve the agenda dated January 18, 2017.

Election of Officers

Sandra Ferguson moved, Sarah Stenn seconded and the Board voted unanimously to designate the Director as Teller for the election of officers.

Sandra Ferguson moved, Harvey Loomis seconded, and the Board voted unanimously to elect Louise Collins President.

Sandra Ferguson moved, John Vendetti seconded, and the Board voted unanimously to elect Tom House as Vice President.

John Vendetti moved, Tom House seconded, and the Board voted unanimously to elect Harvey Loomis as Secretary.

John Vendetti moved, Sandra Ferguson seconded, and the Board voted unanimously to elect Jackie Poole as Treasurer.

Appointments

Sandra Ferguson moved, Matthew Rojano seconded, and the Board voted unanimously to make the following appointments:

Attorney: Tom Volz for legal counsel for the Hampton Library on an as needed basis and authorizes the President to sign the contract in the amount of \$225.00 an hour.

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Investment Manager/Auditor:

a. Jim Vandermade of Paget Financial as investment manager.

b. Gregory Ferraris to file our taxes and as auditor to perform a general audit of our closing financial statements for 2015 as recommended by the State on good accounting practice and authorizes the President is authorized to sign the contract in the amount of \$7,000.

Insurance Agent.

Dayton, Ritz and Osborne as the Library's insurance agent.

Records Management Officer

The Director as Records Management Officer.

Custodian of Public Records

The Director as Custodian of Public Records.

Affirmation Action Officer

The Director as Affirmative Action Officer.

APPOINTMENT OF COMMITTEES by the PRESIDENT

A. Executive Committee:

The Executive Committee comprises the President, Vice-President, Secretary and Treasurer.

Finance Committee:

The Committee comprises members versed in the financial and/or accounting field and will include: the Director and Treasurer; and at least two other members of the Board of Trustees as not to exceed a quorum.

Jackie Poole, Treasurer

Sandra Ferguson

More TK

Buildings and Grounds

Matthew Rojano, Chair

John Vendetti

Tom White

Policy Committee

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Jackie Poole, Chair
Sarah Stenn
Harvey Loomis

Long Range Plan

Louise Collins, Chair
Tom House
Tom White
Jackie Poole

ANNUAL OFFICIAL ACTIONS

Ton House moved, Tom White seconded, and the Board voted unanimously to approve the following annual official actions:

A. DEPOSITORIES

a. Bank Accounts

i. Resolved that the Board of Trustees of the Hampton Library designate Bridgehampton National Bank as legal of Southampton, County of Suffolk, State of New York, and that monies belonging to said library shall be deposited in said bank in from time to time in the name of said library.

b. Investments in Certificates of Deposit

i. Resolved that the Board of Trustees of the Hampton Library authorize the Director, the Treasurer and Jim Vandermade to negotiate jointly the disposition of Certificates of Deposit during which meets the these banks be located within the boundaries of the district, upon the signature of the Library's Treasurer.

c. Security and Custodial Agreement

i. Resolved that the Board of Trustees of the Hampton Library as a result of the General Municipal Finance Reform – Chapter 708, signed into law on July 31, 1992, effective November 28, 1992, does hereby agree to attempt to enter into the “model” security and custodial agreements (single bank, third party custodian and master purchase agreement) as set forth by the Office of the State Comptroller, with Bridgehampton National and Fidelity. Chapter 708 consolidates statutory provisions pertaining to deposits and investments; established uniformed strengthened procedures

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to secure deposits and investments; expands the types of securities that may be accepted by local governments to secure their deposits and investments; and enacts a requirement that banks and trust companies that accept public deposits secure these deposits in the manner required. And be it further RESOLVED, that the following named persons are authorized to be included on the Certificate of Authorized Persons on behalf of the Hampton Library: Louise Collins, President, Jackie Poole, Treasurer, Kelly A. Harris, Director, Jim Vandermade, Investment Manager.

B. Official Newspapers

a. Resolved that the Board of Trustees of the Hampton Library designates the Southampton Press and the Sag Harbor Express as the newspapers, which will carry the required legal notices of the Hampton Library.

C. Regular Meetings

a. Resolved that the Board of Trustees of the Hampton Library approves that the Annual Budget Vote and Election will be held on Saturday, September 23, 2017 from 10:00 a.m. until 7:00 p.m.

b. Resolved that the Board of Trustees of the Hampton Library that the Annual Budget Hearing will be held on Wednesday, September 21, 2016 at 3:30 p.m.

c. Resolved that the Board of Trustees of the Hampton Library that the regular meetings of the Hampton Library be held in the library on the following days and times:

Wednesday, January 18, 2017* directly following Organizational Meeting held at 3:30pm

Wednesday, February 15, 2017 3:30 p.m.

Wednesday, March 15, 2017 3:30 p.m.

Wednesday, April 19, 2017 3:30 p.m.

Wednesday, May 17, 2017 3:30 p.m.

Wednesday, June 21, 2017 3:30 p.m.

Wednesday, July 19, 2017 10:00 a.m.*

Wednesday, August 16, 2017 10:00 a.m. *

Wednesday, September 20, 2017

directly following Budget Hearing held at 3:30 p.m.

Wednesday, October 18, 2017 3:30 p.m.

Wednesday, November 15, 2017 3:30 p.m.

Wednesday, December 20, 2017 3:30 p.m.

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D. Petty Cash Funds

a. Resolved that the Board of Trustees of the Hampton Library that petty cash funds be established as follows for Fiscal Year 2017:

Title: Library Custodian: Kelly A. Harris Amount: \$350.00

E. Unemployment Insurance Account

Resolved that the Board of Trustees of the Hampton Library maintains a reserve fund of \$1,000.00 to pay unemployment insurance claims, if any.

F. Sick Pay out Account

a. Resolved that the Board of Trustees of the Hampton Library maintains a reserve fund of \$5,000.00 to pay sick resignees/retirees.

*Respectfully submitted,
Harvey Loomis, Secretary*