

The Hampton Library in Bridgehampton
Minutes of the January 21, 2015 Annual Organizational Meeting

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

January 21, 2015

MINUTES

Present: Bruce M. Kaplan, Jackie Poole, Louise Collins, Harvey Loomis, Mary Lee, Sandra Ferguson, Tom House, John Vendetti, Matthew Rojano and Director Kelly Ann Harris.

President Bruce Kaplan called the meeting to order at 3:45.

Sandra Ferguson moved, Mary Lee seconded and the Board voted to approve the agenda dated January 21, 2014.

Election of Officers:

Louise Collins moved, Tom House seconded and the Board voted unanimously to designate Director Kelly Harris as Teller for the election of executive officers.

Louise Collins moved, Harvey Loomis seconded and the Board voted unanimously to elect Bruce Kaplan as President.

Bruce Kaplan moved, Sandra Ferguson seconded and the Board voted unanimously to elect Louise Collins as Vice President.

Bruce Kaplan moved, Louise Collins seconded, and the Board voted unanimously to elect Jackie Poole as Treasurer.

Bruce Kaplan moved, Louise Collins seconded and the Board voted unanimously to elect Harvey Loomis as Secretary.

Appointments by the Board:

Sandra Ferguson moved, Louise Collins seconded and the Board voted unanimously to retain Tom Volz as legal counsel for the Hampton Library on an as needed basis and authorized the President to sign the contract in the amount of \$225.00 an hour.

Mary Lee moved, Jackie Poole seconded and the Board voted unanimously to retain Jim Vandermade of Paget Financial as investment manager.

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Louise Collins moved, Mary Lee seconded and the Board of Trustees voted unanimously to retain Gregory Ferraris to file our taxes, and as auditor to perform a general audit of our closing financial statements for 2014 as recommended by the State on good accounting practice and authorized the President to sign the contract in the amount of \$7,000.

Harvey Loomis moved, Matthew Rojano seconded and the Board unanimously to reappoint Dayton, Ritz and Osborne as the Library's insurance agent.

Mary Lee moved, Mathew Rojano seconded and the Board voted unanimously, to appoint the Director as Records Management Officer, to appoint the Director as Custodian of Public Records and to appoint the Director as Affirmative Action Officer.

Committees:

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

The Finance Committee, as appointed by the President, comprises Jackie Poole, Sandra Ferguson, and Matthew Rojano.

The Chairman of the Buildings and Grounds committee, as appointed by the president, is Harvey Loomis, who selected Mary Lee and John Vendetti as members.

The Policy Committee, as appointed by the President, comprises Jackie Poole, Chair, Louise Collins, Harvey Loomis, and Bruce Kaplan, *ex officio*.

Annual Official Actions:

Depositories:

Bank Accounts

Jackie Poole moved, Tom House seconded and the Board voted unanimously to designate Bridgehampton National Bank as legal depository of monies belonging to the Hampton Library in Bridgehampton of the Township 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.

Investments in Certificates of Deposit

Harvey Loomis moved, Tom House seconded and the Board voted unanimously to authorize the Director, the Treasurer and Jim Vandermade to negotiate jointly the disposition of Certificates of

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Deposit during this fiscal year and to invest money in those Certificates in any bank which meets the criteria established by new York State and wherever possible that these banks be located within the boundaries of the district, upon the signature of the library's Treasurer.

Security and Custodial Agreement

John Vendetti moved, Matthew Rojano seconded and the Board voted unanimously to resolve 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 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 that the following named persons are authorized to be included on the Certificate of Authorized Persons on behalf of the Hampton Library: Bruce Kaplan, President, Jackie Poole, Treasurer and Kelly A. Harris, Director and Jim Vandermade, Investment Manager.

Official Newspapers

Tom House moved, Louise Collins seconded and the Board voted unanimously [voted] that the Board of Trustees of the Hampton Library designate the Southampton Press and the Sag Harbor Express as the newspapers which will carry the required legal notices of the Hampton Library.

Regular Meetings

Mary Lee moved, Sandra Ferguson seconded and the Board voted unanimously:

That the Board of Trustees of the Hampton Library in Bridgehampton hold the Annual Budget Vote and Election on Saturday, September 26, 2015 from 10:00 a.m. until 7:00 p.m.

That the Board of Trustees of the Hampton Library in Bridgehampton hold the Annual Budget Hearing [will be held] on Wednesday, September 16, 2015 at 3:30 p.m.

Resolved by 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 21, 2015 (following the Organizational Meeting at 3:30 p.m.)
Wednesday, February 18, 2015 3:30 p.m.

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Wednesday, March 18, 2015 3:30 p.m.
Wednesday, April 15, 2015 3:30 p.m.
Wednesday, May 20, 2015 3:30 p.m.
Wednesday, June 17, 2015 3:30 p.m.
Wednesday, July 15, 2015 10:00 a.m.*
Wednesday, August 19, 2015 10:00 a.m.*
Wednesday, September 16, 2015 3:30 p.m.*
(following Budget Hearing held at 3:30 pm)
Wednesday, October 21, 2015 3:30 p.m.
Wednesday, November 17, 2015 3:30 p.m.
Wednesday, December 16, 2015 3:30 p.m.

Mary Lee moved, John Vendetti seconded and the Board voted unanimously approved the following resolutions:

Petty Cash Funds

That the Board of Trustees of the Hampton Library in Bridgehampton establish petty cash funds for Fiscal Year 2015:

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

Unemployment Insurance Account

That the Board of Trustees of the Hampton Library in Bridgehampton maintain a reserve fund of \$1,000.00 to pay unemployment insurance claims, if any.

Sick Pay out Account

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

The annual Organizational Meeting was adjourned 3:40 pm.

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