

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

**JANUARY 20, 2016
at 3:30 pm**

ANNUAL REORGANIZATION MEETING

MINUTES

January 20, 2016

Present: Bruce Kaplan, Louise Collins, Matthew Rojano, Sandra Ferguson, Tom House, Harvey Loomis, John Vendetti, Mary Lee (by Skype).

Arthur Kalita present by invitation from the Director.

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

Sandra Ferguson moved, Louise Collins seconded and the Board voted unanimously to approve the proposed agenda dated January 20, 2016.

ELECTION OF OFFICERS:

A. Harvey Loomis moved, John Vendetti seconded and the Board voted unanimously to designate the Director as Teller for the election of executive officers. The Teller will oversee nominations from the floor.

B. Harvey Loomis moved, John Vendetti seconded and the Board voted unanimously to elect Bruce Kaplan as President.

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

D. John Vendetti moved, Louise Collins seconded and the Board voted unanimously to elect Jackie Poole as Treasurer.

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

APPOINTMENTS (made by the President, Bruce Kaplan):

A. 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.

B. Investment Manager/Auditor

a. Jim Vandermade of Paget Financial as investment manager.

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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 to sign the contract in the amount of \$7,000.

C. Insurance agent

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

D. Records Management Officer

a. The Director as Records Management Officer.

E. Custodian of Public Records

a. The Director as Custodian of Public Records.

F. Affirmative Action Officer

a. The Director as Affirmative Action Officer.

APPOINTMENT OF COMMITTEES

A. Executive Committee

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

B. Finance Committee appointed by the President:

a. 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

Kelly Harris

Bruce Kaplan, President

Matthew Rojano

Sandra Ferguson

C. Buildings and Grounds Committee appointed by the President:

Harvey Loomis, Chair

John Vendetti

Matthew Rojano (appointed by Harvey Loomis)

D. Policy Committee-AD HOC appointed by President*

Jackie Poole, Chair

Louise Collins

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Harvey Loomis
Bruce Kaplan

*The Policy Committee was appointed in 2013 and is continuing to work on updating Library policies.

ANNUAL OFFICIAL ACTIONS

A. Depositories

a. Bank Accounts

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

b. Investments in Certificates of Deposit

Louise Collins moved, John Vendetti seconded and the Board voted unanimously to authorize the Director, the Treasurer and Jim Vandermade to negotiate jointly the disposition of Certificates of 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.

c. Security and Custodial Agreement

Bruce Kaplan moved, Sandra Ferguson 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 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: Bruce Kaplan, President, Jackie Poole, Treasurer Kelly A. Harris, Director,

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Jim Vandermade, Investment Manager.

B. Official Newspapers

a. Harvey Loomis moved, Sandra Ferguson seconded and the Board voted unanimously to resolve that the Board of Trustees of the Hampton Library designate the Southampton Press and the Sag Harbor Express as the newspapers that will carry the required legal notices of the Hampton Library.

C. Regular Meetings

a. Louise Collins moved, Matt Rojano seconded and the Board voted unanimously to resolve that the Annual Budget Vote and Election will be held on Saturday, September 24, 2016 from 10:00 a.m. until 7:00 p.m.

b. John Vendetti moved, Harvey Loomis seconded and the Board voted unanimously that the Annual Budget Hearing will be held on Wednesday, September 21, 2016 at 3:30 p.m.

c. Tom House moved, Matthew Rojano seconded and the Board voted unanimously to resolve that the regular meetings of the Hampton Library be held in the library on the following days and times:

Wednesday, January 20, 2016* directly following Organizational Meeting held at 3:30pm

Wednesday, February 17, 2016 3:30 p.m. Wednesday, March 16, 2016 3:30 p.m.

Wednesday, April 20, 2016 3:30 p.m.

Wednesday, May 18, 2016 3:30 p.m.

Wednesday, June 15, 2016 3:30 p.m.

Wednesday, July 20, 2016 10:00 a.m.*

Wednesday, August 17, 2016 10:00 a.m.*

Wednesday, September 21, 2016 3:30 p.m.*

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

Wednesday, October 19, 2016 3:30 p.m.

Wednesday, November 16, 2016 3:30 p.m.

Wednesday, December 21, 2016 3:30 p.m.

*Time differs from regularly scheduled meeting time

D. Petty Cash Funds

a. John Vendetti moved, Sandra Ferguson seconded and the Board voted unanimously to resolve that petty cash funds be established as follows for Fiscal Year 2016: Title: Library Custodian: Kelly A. Harris; Amount: \$350.00.

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E. Unemployment Insurance Account

a. Jackie Poole moved, Louise Collins seconded and the board voted unanimously to resolve that the Board of Trustees of the Hampton Library maintain a reserve fund of \$1,000.00 to pay unemployment insurance claims, if any.

F. Sick Pay out Account

a. Harvey Loomis moved, Sandra Ferguson seconded and the Board voted unanimously to resolve that the Board of Trustees of the Hampton Library maintain a reserve fund of \$5,000.00 to pay sick resignees/retirees.

Jackie Poole moved, Tom House seconded and the Board voted unanimously to adjourn the Annual Organizational meeting at 4:07.

Respectfully submitted,
Harvey Loomis, Secretary