

MINUTES OF THE ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY LIBRARY HELD ON JULY 19, 2021, AT CHESTNUT HILL ELEMENTARY SCHOOL AT 6:30PM.

1. The meeting was called to order by the President, Jacob Goldman, at 6:57p.m. Also present were Board members Bruce Gordon, Maxine Cohen, and Wayne Griffith. Larry Bloomstein was absent with prior notice.
2. Also present were Helen Crosson, Library Director, Charlene Muhr, Assistant Library Director, Michele Peluso, Business Manager; Anne Votta, Clerk of the Board of Trustees, Rosemarie Menta, Substitute Clerk of the Board of Trustees, and Chris Sarubbi, Staff Host for Zoom meeting.
3. Also present was Andrew Martingale from Hamburger, Maxson, Yaffe & Martingale, LLP., as a guest.
4. The oath of office was administered to Helen Crosson and Wayne Griffith by Andrew Martingale from Hamburger, Maxson, Yaffe & Martingale, LLP.
5. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the adoption of the budget for the 2021-2022 fiscal year in the amount of \$8,258,416 (approved by the district voters on April 6, 2021).
6. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the appointment of Matthew Barnes as Treasurer of the Library at an hourly rate of \$60.
7. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the appointment of Helen Crosson, Charlene Muhr and Michele Peluso as employees responsible for purchasing.
8. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the appointment of Michele Peluso as Records Management Officer.
9. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the appointment of Hamburger, Maxson, Yaffe & McNally, LLP as legal counsel for 2021-2022 at an hourly rate of \$250.
10. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the appointment of Baldessari & Coster LLP as auditor for 2021-2022.
11. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the appointment of Baldessari & Coster LLP as auditor of the financial statements for the audit year ended June 30, 2021, at an annual stipend of \$12,600.

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12. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the appointment of Industrial Coverage Corporation, UNFCU Financial Services, LLC as the insurance agent for employee health benefits and Cook Maran an EPIC Inc. as insurance agent for the library for the period of 2021-2022.
13. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the following payments are authorized in advance of an audit of claims.
 1. Public utility services, postage, freight, and express charges in accordance with New York State Education Law, Section 1724. This payment must be approved by one Board member or Treasurer and the Library Director or Assistant Library Director. All such claims shall be presented at the next regularly scheduled Board meeting for audit and approval. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer, internet, and telephone services.
 2. Payroll and bills associated with payroll, such as Federal and New York State taxes, New York State Employees' Retirement System, 403B annuity payments, Employees' Association dues, FSA payments and employee benefit deductions must be approved by one of the following: a Board member, Treasurer, Library Director or Assistant Library Director. All such claims shall be presented at the next regularly scheduled Board meeting for audit and approval.
14. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the establishment of a petty cash fund for 2021-2022 in the amount of \$1,000.
15. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the establishment of cash drawer funding for 2021-2022 in the amount of \$1,300.
16. Upon a motion by Mr. Griffith, seconded by Mrs. Cohen, the Board agreed to establish a policy that the mileage reimbursement rate for employees, as per the Conference and Travel Policy, will be based on the IRS current standard mileage rate.
17. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the designation of First National Bank of Long Island, as depository of the Library's operating funds and that all Trustees shall be authorized to sign, make, draw, accept or endorse on notes, drafts, etc., and that checks from the Expense Account signed by the Library Treasurer shall only be co-signed by one of the Trustees if the amount on the check is \$3,000 or more and payroll checks shall only be signed by the Library Treasurer. In the event that the Library Treasurer is unavailable, checks may be signed by a Library Trustee.

18. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the designation of First National Bank of Long Island as bank for bond proceeds.
19. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the designation of First National Bank of Long Island and People's United Bank as investment banks. Collateral Agreements will be enforced as required by General Municipal Law, Section 10.
20. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the authorization of Michele Peluso, Business Manager, Antonietta Libardi, Sandra Kraljic, and Phyllis Keegan, Account Clerk Typists, Charlene Muhr, Assistant Library Director and Helen Crosson, Library Director, to make telephone, wire transfers and online transfers between Half Hollow Hills Community Library operating bank accounts and investment accounts with approval of Board member or Treasurer.
21. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board approved the designation of the *Long Islander*, published in Huntington, N.Y., and the *Babylon Beacon*, published in Babylon, N.Y., as the newspapers in which legal notices pertaining to the library's budget vote and trustee election will appear and the *Long Islander or Newsday* for all other required legal notices.
22. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen the Board approved the designation of Anne Votta as Clerk of the Board of Trustees effective July 1, 2021, at a rate of pay equal to one and one-half times her annualized hourly rate.
23. Upon a motion by Mr. Gordon, seconded by Mr. Cohen, the Board approved the designation of Rosemarie Menta as Substitute Clerk of the Board of Trustees effective July 1, 2021, at a rate of pay equal to one and one-half times her annualized hourly rate.
24. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Confirmation of Benefits for Managerial/Confidential employees was approved.
 - I. Confidential/Managerial Employees shall receive the same fringe benefits as those enjoyed by employees covered by the Collective Bargaining Agreement, and in addition, the Director, Assistant Library Director, the Building Maintenance Manager, the Head of Digital Services and Network & Systems Administrator & Network & Systems Technician shall receive all benefits enjoyed by the most senior level of professional staff covered by the Collective Bargaining Agreement.
 - II. The effective date of Confidential Employee raises shall be July 1. The effective date of Managerial Employee raises shall be their anniversary date.

- III. The Director's annual salary shall be set on the anniversary date of his/her hire.
- IV. The Library Director, Assistant Library Director, Business Manager, Building Maintenance Manager, Network & Systems Administrator, Network & Systems Technician shall enjoy membership in such professional associations as is customary and appropriate.
25. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the Board of Trustees adjourned into executive session to discuss officers for the 2021/2022 term at 6:58pm.
26. The Board of Trustees reconvened into open session at 6:59pm.
27. The election of officers for 2021/2022 term was held. Following nominations, the slate of officers was unanimously approved.

President	Jacob Goldman
Vice President	Maxine Roeper Cohen
Secretary	Wayne Griffith
Financial Secretary	Bruce Gordon

28. Upon a motion by Mr. Gordon, seconded by Mrs. Cohen, the meeting was adjourned at 7:00pm.

Respectfully submitted,

Anne Votta
Clerk of the Board of Trustees

Wayne Griffith
Secretary