

HALF HOLLOW HILLS COMMUNITY LIBRARY
AGENDA
ANNUAL REORGANIZATION MEETING

JULY 16, 2018

1. Call to Order
2. Oath of Office
3. Election of Officers 2018 - 19
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Financial Secretary
4. Adoption of Budget for the 2018-19 fiscal year in the amount of \$7,825,667 (approved by the district voters on April 10, 2018).
5. Appointment of Cristina Spinelli as Library Treasurer at an hourly rate of \$55.
6. Appointment of Helen Crosson, Charlene Muhr and Michele Peluso as the employees responsible for purchasing.
7. Appointment of Annemarie Donohue as Records Management Officer.
8. Appointment of Hamburger, Maxson, Yaffe & McNally, LLP as legal counsel for 2018-19 at an hourly rate of \$245.
9. Appointment of Baldessari & Coster LLP as auditor for 2018-19.
10. Appointment of Baldessari & Coster LLP as auditor for the financial statements for the audit year ended June 30, 2018, at an annual stipend of \$11,500.
11. Appointment of Industrial Coverage Corporation, UNFCU Financial Services, LLC as insurance agent for employee health benefits and Joseph P. Price Agency Inc. as insurance agent for 2018-2019.
12. Authorization of the following payments 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 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. 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.
13. Establishment of the petty cash fund for 2018-19 at \$1000.
14. Establishment of the change fund for 2018-2019 at \$1300
15. The Board of Trustees agreed to establish a policy that the mileage reimbursement rate for employees on Library business will be based on the IRS standard mileage rate.
16. Designation of Capital One Bank, 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 \$3000 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.
17. Designation of Capital One Bank, People's United Bank and Bank United as investment banks with a maximum amount on deposit in each such bank of \$3,750,000; Third Party Collateral Agreements will be enforced as required by General Municipal Law, Section 10 with each bank.
18. Authorization for Michele Peluso, Business Manager, Annemarie Donohue, Account Clerk Typist and Helen Crosson, Library Director, to make telephone, wire and online transfers between Half Hollow Hills Community Library operating bank accounts and investment accounts with approval of Board member or Treasurer.
19. 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.
20. Designation of Patricia Lynch as Clerk of the Board of Trustees effective July 1, 2018, at a rate of pay equal to one and one-half times her annualized hourly rate.
21. Designation of Anne Votta as Substitute Clerk of the Board of Trustees effective July 1, 2018, at a rate of pay equal to one and one-half times her annualized hourly rate.

22. Confirmation of Benefits of Managerial/Confidential Employees:
 - I. Confidential/Managerial Employees shall receive the same benefits as those enjoyed by employees covered by the Collective Bargaining Agreement, and in addition, the Library Director, Assistant Library Director, Business Manager, Building Maintenance Manager, Network & Systems Administrator and 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 Director, Assistant Library Director, Business Manager, Building Maintenance Manager, Network & Systems Technician and Network & Systems Administrator shall enjoy membership in such professional associations as is customary and appropriate.
23. Adjournment of Reorganization Meeting.