

MINUTES OF THE ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY LIBRARY HELD ON JULY 22, 2024

1. The meeting was called to order by Library Board President, Larry Bloomstein at 6:30PM. Also present were Board Members, Jacob Goldman, Wayne Griffith, Gregory Laub, and Trustee Elect, Joyce E. Bush.
2. Also present were Contingent Library Director, Margaret Hartough, Business Manager, Michele Peluso, and Clerk of the Board of Trustees, Rosemarie Menta.
3. Also present was Timothy J. Bush as a guest.
4. The Pledge of Allegiance was recited.
5. Upon a motion by Mr. Griffith, seconded by Mr. Laub, the agenda was adopted as amended.
6. Upon a motion by Mr. Griffith, seconded by Mr. Laub, the Board of Trustees entered into Executive Session to discuss officers for the 2024 - 2025 term at 6:35PM.
7. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board of Trustees reconvened into Open Session at 6:40PM.
8. The election of officers for 2024 - 2025 term was held. Following nominations, the slate of officers was unanimously approved.

President	-	Gregory Laub
Vice President	-	Jacob Goldman
Secretary	-	Wayne Griffith
Financial Secretary	-	Joyce E. Bush

9. The Oaths of Office were administered to Joyce E. Bush and Margaret Hartough.
10. The Trustee Annual Re-signing of Conflict-of-Interest Acknowledgements were completed.
11. Upon a motion by Mrs. Bush, seconded by Mr. Goldman, the Board of Trustees adopted the Board Meeting Dates from August 2024 – July 2025.

12. Upon a motion by Mr. Bloomstein, seconded by Mr. Griffith, the Board of Trustees adopted the budget for the 2024-2025 Fiscal Year in the amount of \$9,149,323.00 (Approved by the District Voters on April 16, 2024).
13. Upon a motion by Mrs. Bush, seconded by Mr. Goldman, the Board of Trustees approved the appointment of Matthew Barnes as Library Treasurer at an hourly rate of \$105.00.
14. Upon a motion by Mr. Griffith, seconded by Mr. Goldman, the Board of Trustees approved the appointment of Margaret Hartough as the employee responsible for approval of all purchases.
15. Upon a motion by Mrs. Bush, seconded by Mr. Griffith, the Board of Trustees approved the appointment of Michele Peluso as Records Management Officer.
16. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the appointment of Quatela Chimeri PLLC as legal counsel for 2024-2025 at an hourly rate of \$260.00.
17. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the appointment of Baldessari & Coster LLP as auditor for 2024-2025.
18. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the appointment of Baldessari & Coster LLP as auditor for the financial statements for the audit year ended June 30, 2024, at an annual stipend of \$13,800.00.
19. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the appointment of Industrial Coverage Corporation, UNFCU Financial Services, LLC as insurance agent for employee health benefits and EPIC Insurance Brokers & Consultants as insurance agent for 2024-2025.
20. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the following payments are authorized by the Board of Trustees effective through October 31, 2024, in advance of an audit of claims:
 - a. 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 Contingent 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.

- b. 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, Health, Dental, and Vision Insurance payments, and employee benefit deductions. This payment must be approved by one of the following, a Board Member, Treasurer, and the Contingent Library Director, or Assistant Library Director. All such claims shall be presented at the next regularly scheduled Board Meeting for audit and approval.

21. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the following payments are authorized by the Board of Trustees effective November 1, 2024, in advance of an audit of claims:

- c. 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.
- d. 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, Health, Dental, and Vision Insurance payments, and employee benefit deductions. This payment must be approved by one of the following, a Board Member, 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.

22. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the establishment of the petty cash fund for 2024-2025 in the amount of \$1,000.00

23. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the establishment of the change fund for 2024-2025 in the amount of \$1,300.00.

24. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, 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.
25. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees 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.
26. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the designation of First National Bank of Long Island and M&T Bank as investment banks. Collateral Agreements will be enforced as required by General Municipal Law, Section 10.
27. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the authorization effective through October 31, 2024, for the Contingent Library Director, Assistant Library Director, Business Manager, and Account Clerks 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.
28. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the authorization effective November 1, 2024, for the Library Director, Assistant Library Director, Business Manager, and Account Clerks 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.
29. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees 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.
30. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the designation of Rosemarie Menta as Clerk of the Board of Trustees

effective July 1, 2024, at a rate of pay equal to one and one-half times her annualized hourly rate.

31. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Board of Trustees approved the designation of Anne Votta as Substitute Clerk of the Board of Trustees effective July 1, 2024, at a rate of pay equal to one and one-half times her annualized hourly rate.
32. Upon a motion by Mr. Goldman, seconded by Mr. Griffith, the Confirmation of Benefits for Managerial/Confidential employees was approved by the Board of Trustees.

Resolved, that only employees occupying the following confidential/managerial titles, shall receive the same salary increases and fringe benefits, as those enjoyed by employees covered by the Collective Bargaining Agreement:

- I. Contingent Library Director
- II. Assistant Library Director
- III. Business Manager I
- IV. Building Maintenance Manager
- V. Network and Systems Administrator
- VI. Network and Systems Technician Full Time
- VII. Principal Office Assistant
- VIII. Senior Office Assistant

Further resolved, that to the extent a memorandum of agreement is executed between the staff association and the Board, providing for retroactive payment of salary and/or benefits effective July 1, 2023, only employees occupying the above listed confidential/managerial titles as of the date such memorandum of agreement is executed shall be likewise entitled to such retroactive payment.

33. Upon a motion by Mrs. Bush, seconded by Mr. Griffith, the meeting was adjourned at 6:46PM.

Respectfully submitted,

Rosemarie Menta
Clerk of the Board of Trustees

Wayne Griffith
Secretary

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