

Hampton Bays Public Library

Minutes of the January 10, 2023 Annual Organization Meeting

Present: B. Skelly, D. Zimmerman, M. Stutt, H. Rose, F. Baker, A. Filorimo, and S. McEvoy

Absent: K. Dunn

Guests: C. Fitzgerald

The meeting was opened at 7:02 pm by President B. Skelly.

The agenda was adopted by H. Rose/ D. Zimmerman 6/0/0

No public comments were made.

The following slate of officers were chosen for 2023:

Barbara Skelly.....President

Anthony Filorimo.....Vice President

David Zimmerman.....Financial Officer

Hilary Rose.....Secretary

Frank Baker.....Trustee

Kathy Dunn.....Trustee

Michael Stutt.....Trustee

Slate of Officers for 2023 was adopted by F. Baker/A. Filorimo 6/0/0

Appointments:

A) Committees:

Board Bylaws & Policy.....(Skelly, Dunn, Rose)

Buildings & Grounds.....(Dunn, Baker, Zimmerman, Pensa-staff)

Finance & Grants..... (Filorimo, Zimmerman, Stutt, McEvoy)

Liaison with Friends..... (Baker, Filorimo, McEvoy)

Nominations & Personnel..... (Dunn, Rose, Zimmerman)

Strategic & Long Range Planning...(Skelly, All Trustees, and McEvoy)

B) Attorney:

A motion was made to retain a lawyer for legal counsel for the Hampton Bays Library on an as needed basis.

Volz & Vigliotta, PLLC will be used for all Library Related Issues. D. Zimmerman/ F. Baker 6/0/0

C) Accountant/Auditor:

A motion was made to use Baldessari & Coster LLP as accountants to perform a general audit for our annual financials for year ending 2023 as recommended by the State of NY on good accounting practices. A. Filorimo/

F. Baker 6/0/0

A motion was made to use Giaquinto & Giaquinto an independent CPA firm to perform a general audit of our quarterly financial statements of 2023 as recommended by the State of NY on good accounting practices. A.

Filorimo/ H. Rose 6/0/0

D) Insurance Agent:

A motion was made to reappoint Epic Insurance Brokers and Consultants as the Library's Insurance Agent. D.

Zimmerman/ H. Rose 6/0/0

E) Records Management Officer

A motion was made to appoint the Director as Records Management Officer. D.Zimmerman/ F. Baker 6/0/0

F) Custodian of Public Records:

A motion was made to appoint the Director as the Custodian of Public Records and Freedom of Information Officer. H. Rose/ A. Filorimo 6/0/0

Annual Official Actions:

A) Depositories:

- 1) Bank Accounts: A motion was made to designate Dime Bank as legal depository of monies belonging to the Hampton Bays Library of the Township of Southampton, County of Suffolk, State of New York, and that the monies belonging to said Library shall be deposited in said banks from time to time in the name of said Library. A. Filorimo/ H. Rose 6/0/0
- 2) Investments in Certificate of Deposit: A motion to authorize the Director and Financial Officer to negotiate jointly the purchase and 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 NY State and Whenever possible that these banks be located within the boundaries of the District, upon the signature of the Library's Financial Officer. A. Filorimo/ M. Stutt 6/0/0
- 3) Security and Custodial Agreement: A motion was made that the Board of Trustees of Hampton Bays Public 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 "model" security and custodial agreements (single bank, third party custodian and master repurchase agreement) as set forth by the Office of the State Comptroller, with Dime Bank. Chapter 708 consolidates the statutory provisions pertaining to deposits and investments; establishes uniformed strengthened procedures to secure deposits and investments; expands the types of securities that may be accepted by local governments to secure deposits and investments; expands the types of securities that may be accepted by local government 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 be authorized to be included on the Certificate of Authorized Persons on behalf of the Hampton Bays Public Library:

Frank Baker
Kathy Dunn
Anthony Filorimo
Hilary Rose
Barbara Skelly
Michael Stutt
David Zimmerman
Stephanie McEvoy, Director

D. Zimmerman/ M. Stutt 6/0/0

4) Vacation and Sick Pay Account:

A motion was made to maintain a reserve fund in the amount of \$90,000 to pay vacation and sick pay to resigned/retirees. F. Baker/H. Rose 6/0/0

A motion was made to designate the Southampton Press as the newspaper that will carry required legal notices of the Hampton Bays Public Library. A. Filorimo/ F. Baker 6/0/0

5) Petty Cash Funds

A motion was made that the petty cash will be established as follows for FY 2021:

<u>TITLE</u>	<u>Custodian</u>	<u>Amount</u>
Library	Regina Kenter and Renee Catena jointly	\$300

M. Stutt/ H.Rose 6/0/0

B) Official Newspaper

A motion was made to designate the Southampton Press as the newspaper that will carry required legal notices of the Hampton Bays Public Library. A. Filorimo/F. Baker 6/0/0

C) Regular Meetings

A motion was made that the regular meetings of the Hampton Bays Public Library will be held in the Library at 7:00 pm on the first Tuesday of the month unless noted:

January 10, 2023	July 11, 2023
February 14, 2023	August 8, 2023
March 14, 2023	September 12, 2023
April 11, 2023	October 10, 2023
May 9, 2023	November 14, 2023
June 13, 2023	December 12, 2023

Holidays:

A motion was made to adopt the calendar of holiday closings as follows:

Days closed for 2023:

New Year's Day	Sunday, January 1, 2023
New Year's Day (legal observance)	Monday, January 2, 2023
Martin Luther King Jr.	Monday, January 16, 2023
Presidents Day	Monday, February 20, 2023
Easter	Sunday, April 9, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Columbus/ Indigenous Peoples Day	Monday, October 9, 2023
Veterans Day	Saturday, November 11, 2023
Thanksgiving Eve	Wednesday, November 22, 2023 at 3:00 pm
Thanksgiving	Thursday, November 23, 2023
Christmas Eve	Sunday, December 24, 2023
Christmas Day	Monday, December 25, 2023
New Year's Eve	Sunday, December 31, 2023

M. Stutt/ D. Zimmerman 6/0/0

The meeting was adjourned at 7:32
Respectfully submitted by Hilary Rose

The meeting was adjourned at 7:20 pm. H. Rose/ B. F. Baker 6/0/0
Respectfully Submitted by H. Rose

Hampton Bays Public Library

Minutes of the January 10, 2023 Regular Meeting

Present: D. Zimmerman, H. Rose, F. Baker, B. Skelly, A. Filorimo, M. Stutt and S. McEvoy

Absent: K. Dunn

The meeting was opened at 7:21 pm by President B. Skelly.

The agenda was adopted. D. Zimmerman/ M. Stutt 6/0/0

The minutes of the December 13, 2022 Regular Board Meeting were approved with revisions. H. Rose/ F. Baker 6/0/0

Correspondence: A letter from the Patchogue-Medford School District was read thanking our library for their dress donation.

Treasurer's Report:

The schedule of claims dated for January 10, 2023 in the amount of \$12,882.37 was approved. A. Filorimo /H. Rose 6/0/0

The listed prepaids for check numbers 32023-32055 in the amount of \$42,476.93 was approved. M. Stutt/ F. Baker 6/0/0

The payroll dated 12/09/2022 for \$55,525.30, and payroll dated 12/23/2022 for \$54,657.08 was approved. H. Rose/ D. Zimmerman 6/0/0

The financial reports for December 2022 were approved. M, Stutt/ H. Rose 6/0/0

Director's Report:

The door count for the month was smaller than usual, but for December it wasn't unusual.

Stephanie spent some time to researching the options for transferring 403(b) retirement account to a firm that can provide a service to newer employees. While Stephanie believes Voya will be the best fit, she is awaiting their proposal.

Stephanie and Alex interviewed a few candidates for a part-time librarian in the Young Adult Department, and shortly after, Erick Gordy resigned from his full-time position in the YA Dept. Stephanie has scheduled first round interviews in the next coming week for both positions.

After the threat of a first snow, Stephanie heard that our regular contractor will no longer be providing snow plow services. After contacting a few companies and receiving proposals, Stephanie chose to go with East End Snow Removal.

Personnel Report: The resignations of Erick Gordy, FT YA Librarian (effective December 30, 2022) and Karen Sonnessa, PT Librarian were accepted.

Committee Reports:

Bylaws and Policy Committee did not meet.

Buildings and Grounds Committee did not meet.

Finance and Capitol Endowment Committee did not meet.

The Friends of the Library did not meet in December.

Nominations and Personnel Committee did not meet.

Strategic Planning Committee did not meet.

Old Business:

Resolution #23-01 Health Insurance Contributions Yes-6 No-0

Resolution #23-02 Sunday Pay Policy Yes-6 No-0

Resolution #23-03 Adoption of Sunday Pay Rate Yes- 6 No- 0

New Business:

- 2023 Campaign for Trustee Recruitment: Barbara put together a plan and a letter to distribute to potential trustee candidates. We will have two vacancies in 2024 and one more in 2025.
- 2023 Trustee Training Requirement: The board was reminded that beginning this year, each trustee has a requirement of 2 hours in training. Stephanie asked if we prefer in-person or recorded training.

Period of Public Expression: Christine Fitzgerald spoke briefly on her Children's Department budget.

The board voted to move into Executive Session to discuss a personnel matter at 8:32 pm.

The board made a motion to end the executive session and went back into the board meeting at 9:00 pm. A.

Filorimo/ M. Stutt 6/0/0

The meeting was adjourned at 9:01 pm.

Respectfully Submitted by H. Rose