



HAMPTON BAYS PUBLIC LIBRARY

ANNUAL ORGANIZATIONAL MEETING AGENDA JANUARY 14, 2025 7:00pm

Call to order _____

1. AGENDA

Motion by _____, seconded by _____, to accept Agenda as presented.

2. PUBLIC COMMENT

3. SLATE OF OFFICERS FOR 2025

Michael Stutt-----, President
Frank Baker-----, Vice President
Barbara Skelly-----, Secretary
Stefani Joslin-----, Trustee
Barbara Jay-----, Trustee
Rosemary Sullivan-----, Trustee
Jim Parker-----, Trustee

DESIGNATED TREASURER

Susan Brosnan -----, Treasurer

Motion by _____, seconded by _____, to accept slate of officers for 2025.

4. OATH OF OFFICE

5. CONFLICT OF INTEREST

6. APPOINTMENTS

A) COMMITTEES (*chairperson listed in **bold***)

Board Bylaws & Policy: _____, _____, _____

Building & Grounds: _____, _____, _____

Finance & Grants: _____, _____, _____

Liaison to the Friends: S.McEvoy

Nominations & Personnel: _____, _____, _____

Strategic & Long Range Planning: M. Stutt, S. McEvoy, All Trustees

Motion by _____, seconded by _____, to accept committee appointments

B) ATTORNEY

Motion by _____, seconded by _____, all (7) voted unanimously to retain a lawyer for legal counsel for the Hampton Bays Public Library on an as needed basis.

Volz & Vigliotta, PLLC will be used for all Library Related Issues.

C) *ACCOUNTANT/AUDITOR*

Motion by _____, seconded by _____, all (7) voted unanimously, to use Baldessari & Coster LLP as Accountants to perform a general audit of our Annual Financials for year ending 2025 as recommended by the State of New York on good accounting practices.

D) *INSURANCE AGENT*

Motion by _____, seconded _____, all (7) voted unanimously to reappoint Epic Insurance Brokers and Consultants as the Library's Insurance Agent.

E) *RECORDS MANAGEMENT OFFICER*

Motion by _____, seconded by _____, all (7) voted unanimously to appoint the Library Director as Records Management Officer.

F) *CUSTODIAN OF PUBLIC RECORDS*

Motion by _____, seconded by _____, all (7) voted unanimously to appoint the Library Director as the Custodian of Public Records and Freedom of Information Officer.

7. ANNUAL OFFICIAL ACTIONS

A) *DEPOSITORIES*

1. *BANK ACCOUNTS*

Motion by _____, seconded by _____, all (7) voted unanimously 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 moneys belonging to said Library shall be deposited in said banks from time to time in the name of said Library.

2. *INVESTMENTS IN CERTIFICATES OF DEPOSIT*

Motion by _____, seconded by _____, all (7) voted unanimously to authorize the Director and the **Board President** 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 New York State and whenever possible that these Banks be located within the boundaries of the District, upon the signature of the Library's Financial Officer.

3. *SECURITY AND CUSTODIAL AGREEMENT*

Motion by _____, seconded by _____, all (7) voted unanimously, RESOLVED, that the Board of Trustees of the 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 the "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 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, acting in the role of Library Trustees, be authorized to be included on the *Certificate of Authorized Persons* on behalf of the Hampton Bays Public Library:

Michael Stutt
Barbara Skelly
Frank Baker
Jim Parker

Stefani Joslin
Barbara Jay
Rosemary Sullivan
Stephanie McEvoy, Director

4. *VACATION AND SICK PAY ACCOUNT*

Motion by _____, seconded by _____, all (7) voted unanimously to maintain a reserve fund in the amount of \$90,000 to pay vacation and sick pay to resignees/retirees.

5. PETTY CASH FUNDS

Motion by _____, seconded by _____, all (7) voted unanimously that petty cash funds will be established as follows for FY 2025:

<u>TITLE</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Library	Regina Kenter and Joanne Silk jointly	\$ 300.00

B. OFFICIAL NEWSPAPER

Motion by _____, seconded by _____, all (7) voted unanimously to designate the Southampton Press as the newspaper that will carry required legal notices of the Hampton Bays Public Library.

C. REGULAR MEETINGS

Motion by _____, seconded by _____, all (7) voted unanimously that the regular meetings of the Hampton Bays Public Library will be held in the Library at 7:00 pm on the second Tuesday of the month unless noted:

January 14, 2025	July 8, 2025
February 11, 2025	August 12, 2025
March 11 2025	September 9, 2025
April 8, 2025	October 14, 2025
May 13, 2025	November 1__, 2025 (HOLIDAY)
June 10, 2025	December 9, 2025

D. HOLIDAYS

Motion by _____, seconded by _____, all (7) voted unanimously to adopt the calendar of holiday closings as follows:

Days closed for 2025:

New Year's Day	Wednesday, January 1, 2025
Martin Luther King Jr.	Monday, January 20, 2025
Presidents Day	Monday, February 17, 2025
Easter	Sunday, April 20, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Columbus/Indigenous Peoples Day	Monday, October 13, 2025
Veterans Day	Tuesday, November 11, 2025
Thanksgiving Eve	Wednesday, November 26, 2025 at 3 p.m.
Thanksgiving	Thursday, November 27, 2025
Christmas Eve	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Eve	Wednesday, December 31, 2025

8. PUBLIC COMMENT

Meeting adjourned at _____.