

The Hampton Library in Bridgehampton
Annual Organizational Meeting
Minutes of the January 15, 2014

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY
Annual Organizational Meeting
January 15, 2014 ay 4:00 pm

Present: Elizabeth Kotz, Sarah Jaffe Turnbull, Bruce Kaplan, Jackie Poole, Louise Collins, Tom House, Harvey Loomis, Sandra Ferguson, Mary Lee and Library Director Kelly Harris.

There being no Residents with questions, President Elizabeth Kotz called the meeting to order at 4:13 pm.

Bruce Kaplan moved that the agenda dated January 15, 2014 be approved; Sandra Ferguson seconded the motion and it was unanimously agreed.

Bruce Kaplan moved that the Board of Trustees of the Hampton Library designates the Director as Teller for the election of executive officers, and that the Teller will oversee nominations from the floor. Louise Collins seconded and it was unanimously agreed.

Bruce Kaplan moved and Sandra Ferguson seconded the motion that the Board of Trustees of the Hampton Library elect Elizabeth Kotz President of the Board of Trustees. Unanimously carried.

Elizabeth Kotz moved and Louise Collins seconded the motion that that the Board of Trustees of the Hampton Library elect Bruce Kaplan as Vice President. Unanimously carried.

Elizabeth Kotz moved and Bruce Kaplan seconded the motion that the Board of Trustees of the Hampton Library elect Sarah Turnbull Treasurer of the Board of Trustees. Unanimously carried.

Bruce Kaplan moved and Louise Collins seconded a motion that the Board of Trustees of the Hampton Library elect Harvey Loomis Secretary of the Board of Trustees. Unanimously carried.

On a consent agreement moved by Bruce Kaplan and seconded by Sandra Ferguson, the Board of Trustees made the following appointments:

Tom Volz as legal counsel for the Hampton Library on an as needed basis; the agreement authorizes the President to sign the contract in the amount of \$225.00 an hour.

Gregory Ferraris as auditor to file our taxes and to perform a general audit of our closing financial statements for 2013 as recommended by the State on good accounting practice; the agreement authorizes the President to sign the contract in the amount of \$7,000.

Dayton, Ritz and Osborne as the Library's insurance agent.

On a consent agreement moved by Bruce Kaplan and seconded by Tom House, the Board of Trustees appointed the Director, Kelly Harris, as Records Management Officer, Custodian of

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Public Records and Affirmative Action Officer.

It was noted that the executive Committee will comprise of the President, Vice President, Secretary and Treasurer.

The President appointed the following Board members to the Finance Committee:
Sarah Turnbull, Bruce Kaplan, Sandra Ferguson and Elizabeth Kotz.

The President appointed the following Board members to the Building and Grounds committee:
Mary Lee and Harvey Loomis.

The President reaffirmed the previous appointment, made in 2013, of the following Board members to the Policy Committee: Jackie Poole, Chair, Louise Collins, Harvey Loomis and Elizabeth Kotz.

Bruce Kaplan moved, Louise Collins seconded and the Board unanimously approved a motion that the following Annual Official Actions be approved:

A. Depositories

a. Bank Accounts

Resolved that the Board of Trustees of the Hampton Library designate Bridgehampton National Bank as legal depository of monies belonging to the Hampton Library of the Township of Southampton, County of Suffolk, State of New York, and that monies belonging to said library shall be deposited in said bank in from time to time in the name of said library.

b. Investments in Certificates of Deposit

Resolved that the Board of Trustees of the Hampton Library authorize the Director, the Treasurer and Jim Vandermade to negotiate jointly the 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 wherever possible that these banks be located within the boundaries of the district, upon the signature of the library's Treasurer.

c. Security and Custodial Agreement

Resolved that the Board of Trustees of the Hampton 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 purchase agreement) as set forth by the Office of the State Comptroller, with Bridgehampton National and Fidelity. Chapter 708 consolidates statutory

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provisions pertaining to deposits and investments; established 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 are authorized to be included on the Certificate of Authorized Persons on behalf of the Hampton Library:

Elizabeth Kotz, President,
Sarah Turnbull, Treasurer
Kelly A. Harris, Director,
Jim Vandermade, Investment Manager

Bruce Kaplan moved and Mary Lee seconded a resolution that the Board of Trustees of the Hampton Library designate the Southampton Press and the Sag Harbor Express as the newspapers that will carry the required legal notices of the Hampton Library.

On the subject of regular Board meetings, budget hearings and elections, Bruce Kaplan moved and Mary Lee seconded a resolution that the following dates and times be approved:

The Board of Trustees' Annual Budget Hearing will be held on Wednesday, September 17, 2014 at 3:30 p.m.

The Annual Budget Vote and Election will be held on Saturday, September 27, 2014 from 10:00 a.m. until 7:00 p.m.

The regular meetings of the Board of Trustees of the Hampton Library be held in the library on the following days and times:

Wednesday, January 15, 2014

Directly following Organization Meeting held at 4 p.m.

Wednesday, February 19, 2014 3:30 p.m.

Wednesday, March 19, 2014 3:30 p.m.

Wednesday, April 16, 2014 3:30 p.m.

Wednesday, May 21, 2014 3:30 p.m.

Wednesday, June 18, 2014 3:30 p.m.

Wednesday, July 16, 2014 9:30 a.m.

Wednesday, August 20, 2014 9:30 a.m.

Wednesday, September 17, 2014 3:30 p.m.

Directly following Budget Hearing at 3:30pm

Wednesday, October 15, 2014 3:30 p.m.

Wednesday, November 19, 2014 3:30 p.m.

Wednesday, December 17, 2014 3:30 p.m.

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The following resolutions were moved and seconded by Louise Collins and Bruce Kaplan:

Resolved by the Board of Trustees of the Hampton Library that petty cash funds be established as follows for Fiscal Year 2014:

Title: Library Custodian: Kelly A. Harris Amount: \$350.00

Resolved that the Board of Trustees of the Hampton Library maintain a reserve fund of \$1,000.00 to pay unemployment insurance claims, if any.

Resolved that the Board of Trustees of the Hampton Library maintain a reserve fund of \$5,000.00 to pay sick resignees/retirees.

Respectfully submitted,

Harvey Loomis, Secretary