

**MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY**  
**Annual Organizational Meeting**

January 18, 2017

**AGENDA**

**I. CALL TO ORDER**

**II. ACCEPTANCE OF THE AGENDA**

Resolved that the Board of Trustees of the Hampton Library approves the proposed agenda dated January 18, 2017.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**III. ELECTION OF OFFICERS**

A. Resolved that the Board of Trustees of the Hampton Library designates the Director as Teller for the election of executive officers.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

a. Teller will oversee nominations from the floor

B. Resolved that the Board of Trustees of the Hampton Library elects \_\_\_\_\_ as President.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

C. Resolved that the Board of Trustees of the Hampton Library elects \_\_\_\_\_ as Vice President.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

D. Resolved that the Board of Trustees of the Hampton Library elects \_\_\_\_\_ as Treasurer.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

E. Resolved that the Board of Trustees of the Hampton Library elects \_\_\_\_\_ as Secretary.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**IV. APPOINTMENTS by the President**

**A. Attorney**

- a. Resolved that the Board of Trustees of the Hampton Library to retain Tom Volz for legal counsel for the Hampton Library on an as needed basis and authorizes the President to sign the contract in the amount of \$225.00 an hour.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**B. Investment Manager/Auditor**

- a. Resolved that the Board of Trustees of the Hampton Library to retain Jim Vandermade of Paget Financial as investment manager.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- b. Resolved that the Board of Trustees of the Hampton Library to retain Gregory Ferraris to file our taxes and as auditor to perform a general audit of our closing financial statements for 2015 as recommended by the State on good accounting practice and authorizes the President is authorized to sign the contract in the amount of \$7,000.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**C. Insurance Agent**

- a. Resolved that the Board of Trustees of the Hampton Library to reappoint Dayton, Ritz and Osborne as the Library's insurance agent.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**D. Records Management Officer**

- a. Resolved that the Board of Trustees of the Hampton Library to appoint the Director as Records Management Officer.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**E. Custodian of Public Records**

- a. Resolved that the Board of Trustees of the Hampton Library to appoint the Director as Custodian of Public Records.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**F. Affirmative Action Officer**

- a. Resolved that the Board of Trustees of the Hampton Library to appoint the Director as Affirmative Action Officer.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**V. APPOINTMENT OF COMMITTEES**

**A. Executive Committee**

- a. The Executive Committee comprise the President, Vice President, Secretary and Treasurer

**B. Finance Committee** appointed by the President

- a. The Committee is comprises members versed in the financial and/or accounting field and will include: the Director and Treasurer; and at least two other members of the Board of Trustees as not to exceed a quorum.

\_\_\_\_\_, Treasurer

\_\_\_\_\_ ,

\_\_\_\_\_ ,

\_\_\_\_\_ ,

**C. Buildings and Grounds** appointed by President

- a. The Chairperson of the Buildings and Grounds Committee shall be appointed by the President. The Chairperson of the Buildings and Grounds Committee may select up to two other members to serve on this Committee.

\_\_\_\_\_, Chair

- 1.
- 2.

**D. Policy Committee-AD HOC appointed by President**

- 1.
- 2.
- 3.
- 4.

**E. Long Range Plan-AD HOC appointed by President**

- 1.
- 2.
- 3.
- 4.

**VI. ANNUAL OFFICIAL ACTIONS**

**A. Depositories**

**a. Bank Accounts**

- i.** 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.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**b. Investments in Certificates of Deposit**

- i.** 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.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**c. Security and Custodial Agreement**

- i.** 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 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:

\_\_\_\_\_, President

\_\_\_\_\_, Treasurer

Kelly A. Harris, Director

Jim Vandermade, Investment Manager

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**B. Official Newspapers**

- a. Resolved that the Board of Trustees of the Hampton Library designate the Southampton Press and the Sag Harbor Express as the newspapers which will carry the required legal notices of the Hampton Library.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**C. Regular Meetings**

- a. Resolved that the Board of Trustees of the Hampton Library that the Annual Budget Vote and Election will be held on Saturday, September 23, 2017 from 10:00 a.m. until 7:00 p.m.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- b. Resolved that the Board of Trustees of the Hampton Library that the Annual Budget Hearing will be held on Wednesday, September 20, 2017 at 3:30 p.m.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- c. Resolved that the Board of Trustees of the Hampton Library that the regular meetings of the Hampton Library be held in the library on the following days and times

Wednesday, January 18, 2017\*

directly following Organizational Meeting held at 3:30pm

Wednesday, February 15, 2017 3:30 p.m.

Wednesday, March 15, 2017 3:30 p.m.

Wednesday, April 19, 2017 3:30 p.m.

Wednesday, May 17, 2017 3:30 p.m.

Wednesday, June 21, 2017 3:30 p.m.

Wednesday, July 19, 2017 10:00 a.m.\*

Wednesday, August 16, 2017 10:00 a.m.\*

Wednesday, September 20, 2017 3:30 p.m.\*

directly following Budget Hearing held at 3:30 p.m.

Wednesday, October 18, 2017 3:30 p.m.

Wednesday, November 15, 2017 3:30 p.m.

Wednesday, December 20, 2017 3:30 p.m.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**D. Petty Cash Funds**

- a. Resolved that the Board of Trustees of the Hampton Library that petty cash funds be established ad follows for Fiscal Year 2017:

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

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**E. Unemployment Insurance Account**

- a. 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

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**F. Sick Pay out Account**

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

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_