

**MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY
ANNUAL ORGANIZATIONAL MEETING**

Wednesday, January 17, 2018

Present: Louise Collins, Sandra Ferguson, Mbachi Kumwenda, Harvey Loomis (arrived 4:15 pm), Jackie Poole, Matthew Rojano, Sarah Stenn, John Vendetti, Tom White, Library Director Kelly Harris

President Collins called the meeting to order at 3:40 p.m.

John Vendetti moved, Sarah Stenn seconded and the Board of Trustees of the Hampton Library unanimously approved the proposed agenda dated January 17, 2018.

ELECTION OF OFFICERS

Jackie Poole moved, Tom White seconded and the Board of Trustees of the Hampton Library unanimously approved to designate the Director as Teller for the election of executive officers.

The following trustees were nominated and elected by secret ballot as officers:

PRESIDENT

John Vendetti moved, Sandra Ferguson seconded the nomination of Louise Collins for President

The Board of Trustees of the Hampton Library voted unanimously to elect Louise Collins as President. (8-0)

VICE PRESIDENT

Sandra Ferguson moved, Louise Collins seconded the nomination of Tom White for Vice President. Louise Collins moved, Mbachi Kumwenda seconded the nomination of Sarah Stenn for Vice President. John Vendetti moved, Louise Collins seconded the nomination of Matt Rojano for Vice President.

Matt Rojano received 2 votes, Tom White received 2 votes, Sarah Stenn received 4 votes.

The Board of Trustees of the Hampton Library voted to elect Sarah Stenn as Vice President.

TREASURER

Sarah Stenn moved, John Vendetti seconded the nomination of Jackie Poole as Treasurer.

The Board of Trustees of the Hampton Library voted unanimously to elect Jackie Poole as Treasurer. (8-0)

SECRETARY

Jackie Poole moved, Sandra Ferguson seconded the nomination of John Vendetti as Secretary.

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The Board of Trustees of the Hampton Library voted unanimously to elect John Vendetti as Secretary. (8-0)

APPOINTMENTS

ATTORNEY

Sandra Ferguson moved, Matt Rojano seconded and The Board of Trustees of the Hampton Library voted unanimously 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. (8-0)

INVESTMENT MANAGER/AUDITOR

John Vendetti moved, Mbachi Kumwenda seconded and The Board of Trustees of the Hampton Library voted unanimously to retain Jim Vandermade of Paget Financial as investment manager. (8-0)

Sandra Ferguson moved, Mbachi Kumwenda seconded and The Board of Trustees of the Hampton Library voted unanimously to retain Gregory Ferraris to file our taxes and as auditor to perform a general audit of our closing financial statements for 2018 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. (8-0)

INSURANCE AGENT

Sarah Stenn moved, Mbachi Kumwenda seconded and The Board of Trustees of the Hampton Library voted to reappoint Dayton, Ritz and Osborne as the Library's insurance agent. (7-1)

Trustee Harvey Loomis joins the meeting at 4:15 pm

John Vendetti moved, Sandra Ferguson seconded and The Board of Trustees of the Hampton Library unanimously approve on a consent agenda the following appointments:

RECORDS MANAGEMENT OFFICER

The Library Director as Records Management Officer

CUSTODIAN OF PUBLIC RECORDS

The Library Director as Custodian of Public Records

AFFIRMATIVE ACTION OFFICER

The Library Director as Affirmative Action Officer

APPOINTMENT OF COMMITTEES

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EXECUTIVE COMMITTEE

The Executive Committee comprise the President, Vice President, Secretary and Treasurer

FINANCE COMMITTEE appointed by the President

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.

Jackie Poole, Treasurer
Louise Collins, President
Sandra Ferguson

BUILDINGS AND GROUNDS COMMITTEE appointed by President

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.

John Vendetti, Chair
Matt Rojano
Tom White

POLICY COMMITTEE-AD HOC appointed by President

Jackie Poole, Chair
Mbachii Kumwenda
Harvey Loomis
Sarah Stenn

STRATEGIC (Long Range) PLANNING COMMITTEE-AD HOC appointed by President

Louise Collins, Chair
Sandra Ferguson
Jackie Poole
Tom White

ANNUAL OFFICIAL ACTIONS

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Sandra Ferguson moved, Tom White seconded and The Board of Trustees of the Hampton Library unanimously approve on a consent agenda the following official actions:

DEPOSITORIES

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.

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.

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 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:

Louise Collins, President
Jackie Poole, Treasurer

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Kelly A. Harris, Director
Jim Vandermade, Investment Manager

OFFICIAL NEWSPAPERS

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.

REGULAR MEETINGS

Resolved that the Board of Trustees of the Hampton Library that the Annual Budget Vote and Election will be held on Saturday, September 29, 2018 from 10:00 a.m. until 7:00 p.m.

Resolved that the Board of Trustees of the Hampton Library that the Annual Budget Hearing will be held on Wednesday, September 19, 2018 at 3:30 p.m.

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 17, 2018*

directly following Organizational Meeting held at 3:30pm

Wednesday, February 21, 2018 3:30 p.m.

Wednesday, March 21, 2018 3:30 p.m.

Wednesday, April 18, 2018 3:30 p.m.

Wednesday, May 16, 2018 3:30 p.m.

Wednesday, June 20, 2018 3:30 p.m.

Wednesday, July 18, 2018 10:00 a.m.*

Wednesday, August 15, 2018 10:00 a.m.*

Wednesday, September 19, 2018 3:30 p.m.*

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

Wednesday, October 17, 2018 3:30 p.m.

Wednesday, November 14, 2018 3:30 p.m. *

Wednesday, December 19, 2018 3:30 p.m.

PETTY CASH FUNDS

Resolved that the Board of Trustees of the Hampton Library that petty cash funds be established ad follows for Fiscal Year 2018:

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

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UNEMPLOYMENT INSURANCE ACCOUNT

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

SICK PAYOUT ACCOUNT

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,

Kelly Harris, Director

For John Vendetti, Secretary