

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
REORGANIZATIONAL MEETING**

July 23, 2013

Approved

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Tuesday, July 23, 2013 in the Board Conference Room of the Northport Public Library.

1) CALL TO ORDER

Chairperson Elizabeth McGrail called the meeting to order at 10:15 AM. Also attending were Margaret Hartough, Robert Little, Andrea Gladding, Patricia Flynn, Assistant Director Nancy Morcerf and Director James Olney.

2) OATH OF OFFICE

The Oath of Office was administered to re-elected Trustee Elizabeth McGrail by Library Counsel Douglas McNally on July 1, 2013 for a term of five years from July 1, 2013 to June 30, 2018.

3) REORGANIZATION OF BOARD

A. Chairperson – Patricia Flynn

Vice-Chairperson – Margaret Hartough

Secretary – Robert Little

Financial Secretary – Andrea Gladding

B. Personnel Committee - Robert Little, Andrea Gladding

C. Capital Improvements Committee – Elizabeth McGrail, Margaret Hartough

4) APPOINTMENTS

A. Mr. Little moved to appoint Douglas McNally as Library Counsel for 2013/2014 fiscal year, seconded by Mrs. Gladding and unanimously carried.

B. Mrs. Gladding moved to appoint Bernice Holmstrom as Library Treasurer for 2013/2014 seconded by Mrs. McGrail and unanimously carried.

C. Mrs. Hartough moved to appoint Bayside CPA PLLC to perform Annual Financial Audit for fiscal 2013/2014, seconded by Mr. Little and unanimously carried.

D. Mr. Little moved to appoint Vollmer-Adair Agency, Inc. to manage insurance program for fiscal 2013/2014, seconded by Mrs. Gladding and unanimously carried.

E. Mrs. Gladding moved to appoint Beatty, Harvey, Coco Architects LLP as library architects for fiscal 2013/2014, seconded by Mrs. McGrail and unanimously carried.

F. Mrs. McGrail moved to appoint Claire Sarser as Clerk of the Annual 2014 Library Budget Vote, seconded by Mrs. Hartough and unanimously carried.

G. Mrs. Hartough moved to appoint James Olney as Records Access Officer 2013/2014, seconded by Mr. Little and unanimously carried.

H. Mr. Little moved to appoint Claire Sarser as Records Management Officer 2013/2014, seconded by Mrs. Gladding and unanimously carried.

I. Mrs. Gladding moved to appoint Jean Wilson as Recording Secretary to the Board of Trustees 2013/2014, seconded by Mrs. McGrail and unanimously carried.

J. Mrs. McGrail moved to appoint Arthur Venezia, CPA, as Internal Auditor for fiscal 2013/2014, seconded by Mrs. Hartough and unanimously carried.

5) Mrs. Gladding moved to approve the Use of Treasurer's Facsimile Signature, seconded by Mrs. McGrail and unanimously carried.

6) Mrs. Hartough moved to approve designation of Andrea Gladding or James Olney as a second Signatory on checks over \$8,000, seconded by Mrs. McGrail and unanimously carried.

7) Mrs. Hartough moved to approve designation of James Olney or Nancy Morcerf as signatories for General Fund II, seconded by Mr. Little and unanimously carried.

8) Mrs. Hartough moved to approve designation of Payroll Certification Officer, seconded by Mr. Little and unanimously carried.

9) Mrs. Hartough moved to approve Payment of Warrants when a quorum of the Board is unavailable, seconded by Mrs. McGrail and unanimously carried.

10) Mrs. Gladding moved to approve Approval of Supplementary Warrants, seconded by Mr. Little and unanimously carried, page attached.

11) Mr. Little moved to approve Northport-East Northport Public Library Investment Policy 2013/2014, seconded by Mrs. Gladding and unanimously carried, pages attached.

12) Mrs. Gladding moved to approve Approval of Fixed Asset Item Withdrawals for fiscal 2012/2013, seconded by Mrs. McGrail and unanimously carried, pages attached.

13) Mrs. McGrail moved to approve Tuesday, April 8, 2014 to hold Annual Library Vote and Trustee Election, seconded by Mrs. Hartough and unanimously carried.

14) Mrs. Hartough moved to approve Designation of The Observer and/or The Times of Northport as the official newspapers for the publication of Legal Notices, seconded by Mr. Little and unanimously carried.

15) Mr. Little moved to approve Authorization to publish notice of the Annual Financial Audit for fiscal 2013/2014, seconded by Mrs. Gladding and unanimously carried.

16) Mrs. Gladding moved to approve Adoption of 2014 Schedule of Holiday Openings & Closings, seconded by Mrs. McGrail and unanimously carried, page attached.

17) Mrs. McGrail moved to approve Review of Procurement Guidelines Policy, seconded by Mrs. Hartough and unanimously carried, pages attached.

18) Mrs. Hartough moved to approve Schedule of 2013/2014 Board Meetings, seconded by Mr. Little and unanimously carried. (Draft Calendar)

August 2013	No scheduled meeting
Tuesday, September 17, 2013	5:30 PM
Thursday, October 17, 2013	10:00 AM
Tuesday, November 19, 2013	5:30 PM
Thursday, December 19, 2013	10:00 AM
Tuesday, January 21, 2014	5:30 PM
Thursday, February 20, 2014	10:00 AM
Tuesday, March 18, 2014	5:30 PM
Tuesday, March 18, 2014	Public Hearing 7:30 PM

Schedule of 2013/2014 Board Meetings (Draft Calendar) (CONTINUED)

Tuesday, April 8, 2014	9:00 AM to 9:00 PM
Library Vote & Election of Trustee	
Thursday, April 17, 2014	10:00 AM
Tuesday, May 20, 2014	5:30 PM
Thursday, June 19, 2014	10:00 AM

19) ADJOURNMENT

Mrs. Gladding moved to adjourn the Reorganizational Meeting, seconded by Mr. Little and unanimously carried.

Respectfully submitted,



Robert Little
Secretary