

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Meeting of May 20, 1993

The regular monthly meeting of the Board of Trustees was held on May 20, 1993, in the Northport library.

Ruth McKay called the meeting to order at 4:03 p.m. Also attending were Jennifer Richmond, C. Annette Carr, Michael Glennon, Stuart Goldblatt, Director Stephanie Heineman and Assistant Director Eileen Minogue.

Douglas McNally, Library attorney and George Beatty, architect, attended for the building discussion.

Todd Harvey of Beatty, Harvey associates, attended to present his evaluation of how the two library buildings conform to the requirements of the Americans with Disabilities Act.

**MINUTES OF PREVIOUS MEETING**

Mrs. Carr moved to approve the minutes of April 22, 1993, as amended, seconded by Mr. Goldblatt and unanimously carried.

**FINANCIAL SECRETARY & TREASURER'S REPORT**

Mrs. Richmond moved to approve warrant, page 2169, in the amount of \$90,176.08, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve warrant, page 2170, in the amount of \$1,041.50, seconded by Mr. Glennon and unanimously carried.

Mr. Glennon moved to approve warrant, page 2171, in the amount of \$96,907.97, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant, page 2172, in the amount of \$55,933.00, seconded by Mrs. Richmond and unanimously carried.

Mrs. Richmond moved to approve Capital Reserve Fund warrant, page 2173, in the amount of \$1,494.00, seconded by Mr. Goldblatt and unanimously carried.

The Board accepted the payroll for the period ending:

April 23, 1993	page 1422	\$76,159.84
May 7, 1993	page 1423	76,991.15

Mr. Glennon moved to make a resolution to open an account in the Chase Manhattan Bank, Fort Salonga Road, Northport, seconded by Mrs. Carr and unanimously carried.

**DIRECTOR'S REPORT**

The Director's report was mailed to the Board prior to the meeting for their perusal.

Library Smarts was awarded honorable mention in the category of a service brochure by the Library Public Relations Council.

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**Old business (cont.)**

(OSHA) Hazard Communication Standard

Mr. Goldblatt moved to adopt a resolution that the Library meet the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) through a Hazard Communication Program providing 1) staff training, 2) Material Safety Data Sheets and 3) labels on hazardous substance containers, seconded by Mrs. Carr and unanimously carried.

**OTHER**

New phone system

The purchase of a new phone system will be put out to bid.

Patron's suggestion

The suggestion made by Mr. Eckers, a patron, regarding the identification of overdue periodicals was carefully investigated. The Director recommends that miscellaneous bar codes still be used with some modifications to return policy.


**DATE OF NEXT MEETING**

The next regular meeting will be held on Thursday, June 17, 1993, at 4:00 p.m. Gerald Nichols, Director SCLS, will be our guest.

**ADJOURNMENT**

Mr. Goldblatt moved to adjourn at 6:02 p.m., seconded by Mrs. Richmond and unanimously carried.

Respectfully submitted,

  
Jennifer Richmond  
Secretary

### Meetings & Conferences

By keeping itself and its staff accurately informed, the Board of Trustees can make effective decisions regarding the course that the library will follow in providing modern, efficient library service to the community. Therefore, attendance at conferences and in-service training programs is encouraged. Attendance at any conference or in-service training must be approved in advance by the Director. Provisions for time and expenses will be made.

## MUNICIPAL RESOLUTIONS

I hereby certify as the duly elected or appointed and acting Secretary of the Board of Trustees (the "Recording Officer") of Northport-East Northport Public Library, a School Public Library duly organized and existing under the laws of the State of New York (the "Local Government"), that the governing board or, in the case of a city, such other body as may be authorized or required by law to designate depositories (the governing board or other body being hereafter referred to as the "Governing Board") duly adopted the following resolutions at a meeting held in accordance with all applicable laws and the organizational documents of the Local Government and that the resolutions are now in full force and effect:

**RESOLVED**, that The Chase Manhattan Bank, N.A., a national banking association located and authorized to do business in New York (the "Bank") is hereby designated as a depository of this Local Government.

**RESOLVED**, that until the further order of the Governing Board, the maximum amount which may be kept on deposit at the Bank at any time is \$ 100,000.

**RESOLVED**, that the Library Director of this Local Government is authorized to execute and deliver all security and custody agreements relating to the pledge of collateral by the Bank as security for the deposit of public funds by, and the investment of public funds of, this Local Government and the custody of such collateral and investments, all in such form as may be approved by any such officers, such approval to be evidenced by the execution of any such agreement.

**RESOLVED**, that this Local Government is authorized to accept an Eligible Surety Bond as security for the deposit of public funds by this Local Government, having such terms and conditions as shall be approved by resolution of the Governing Board or as set forth in the investment policy adopted by the Governing Board.

**RESOLVED**, that the Bank is hereby appointed as an agent of and custodian for this Local Government to hold collateral pledged by the Bank as security for deposits of public funds by this Local Government and to hold the investments of this Local Government.

**RESOLVED**, that the following officers of this Local Government be and hereby are, and each of them hereby is, authorized to open accounts or otherwise to conduct business with the Bank and to deposit any of the funds of this Local Government in the Bank either at its head office or at any of its branches: **(SEE NOTE BELOW)**

Library Director  
Library Assistant Director

Such officers are also authorized to give any and all instruction to charge accounts of this Local Government with the Bank. Any one or more of these officers are also authorized to enter into agreements with the Bank with respect to products or services relating to the accounts or other Bank services, including, but not limited to, wire and other funds transfer products, night deposits, safe deposit boxes and direct deposit of payroll, in whatever form as may be approved by that officer.

**NOTE:** In order to make unnecessary the submission of new resolutions when new officers are elected or appointed, it is preferable to designate authorized signers by title rather than by name. Also indicate clearly in what manner they are to sign, i.e., any one, any two, jointly, etc., and any special combination of signers, as for example: "one of whom shall be the treasurer".

**RESOLVED**, that until the further order of the Governing Board, any funds of this Local Government deposited in the Bank or placed with the Bank for investment are subject to withdrawal, transfer or charge at any time and from time to time, electronically or otherwise, upon checks, notes, drafts, bills of exchange, acceptances, undertakings, authorizations, letters or other instruments, orders, items or instructions for the payment or transfer of money when made, signed, drawn, accepted, indorsed or given, orally, in writing, or by any other means, on behalf of this Local Government by any one of the following: **(SEE NOTE)**

Library Director  
Library Assistant Director

**RESOLVED**, that the Bank is hereby authorized to pay any such check, note, draft, bill of exchange, acceptance, undertaking, authorization, letter, or other instrument, order or item or execute any such instructions or effect any such withdrawal, transfer or charge and also to receive the same from the payee or any other holder without inquiry as to the circumstances of issue, withdrawal, transfer or charge or the disposition of the proceeds even if drawn to the individual order of or paid to any signing person, or payable to the Bank or others for his account, or tendered in payment of his individual obligation, and whether drawn against an account in the name of this Local Government or in the name of any officer or agent of this Local Government as such, and, at the option of the Bank, even if the account shall not be in credit to the full amount of such instrument, withdrawal, transfer or charge.

**RESOLVED**, that the Bank, as designated depository of this Local Government, be and hereby is requested, authorized and directed to honor all checks, notes, drafts, bills of exchange, acceptances, undertakings, authorizations, letters, or other instruments, orders, items or instructions for the payment or transfer of money when made, signed, drawn, accepted, indorsed or given in this Local Government's name on its account(s)(including but not limited to those drawn to the individual order of or paid to any person or persons whose name or names thereon as signer or signers thereof or who deliver such instructions) when bearing or purporting to bear the facsimile signature(s) of any one of the following: **(SEE NOTE)**

Library Director  
Library Assistant Director

and the Bank shall be entitled to honor and to charge this Local Government for all such checks, notes, drafts, bills of exchange, acceptances, undertakings, authorizations, letters, or other instruments, orders, items or instructions regarding the payment or transfer of money, regardless of by whom or by what means the actual or purported facsimile signature or signatures thereon may have been affixed thereto if such facsimile signature or signatures resemble the facsimile specimens from time to time filed with the Bank by the Recording Officer or other officer of this Local Government.

**RESOLVED**, that the Library Director of this Local Government is authorized to open one or more accounts with the Bank for the provision of investment advisory, custodial and other investment services on behalf of this Local Government (these accounts are collectively and individually referred to as the "Account") and to negotiate, execute and amend agreements on behalf of the Local Government with respect to the Account.

**RESOLVED**, that the following officers of this Local Government are authorized to instruct the Bank, in writing, orally, electronically or by means of telex, TWX, facsimile transmission, bank wire or other teleprocess, regarding any notices, instructions or requests made by this Local Government in accordance with any security agreement with the Bank, and the establishment, modification or replacement of investment objectives for the Account, the purchase, sale, transfer or other disposition of funds or property held in the Account, the transfer of funds or property into the Account, and any other matters concerning the Account: **(SEE NOTE)**

Library Director  
Library Assistant Director

**RESOLVED**, that the Recording Officer or any Library Trustee of this Local Government be and hereby is authorized to certify to the Bank the names of the present officers of this Local Government and other persons authorized to sign for it (including but not limited to persons to whom such officers or authorized persons have delegated their authority) and the offices respectively held by them if any, together with specimens of their signatures, and in case of any change of authorized persons or of any holder of any such office or holders of any such officers, the fact of such change and the names of any new officers and the offices respectively held by them, if any, together with specimens of their signatures; and the Bank be and hereby is authorized to honor any checks, notes, drafts, bills of exchange, acceptances, undertakings, authorizations, letters, or other instruments, orders, items, or instructions or agreements or other documents signed by any new officer or officers in respect of whom it has received any such certificate or certificates or by any such person with the same force and effect as if said officer or said officers or person were named in the foregoing resolutions.

**RESOLVED**, that the authority given hereunder shall be deemed retroactive and any and all acts hereunder performed prior to the passage of these resolutions are hereby ratified and approved.

**RESOLVED**, that the Bank be promptly notified in writing by the Recording Officer or any Library Trustee of this Local Government of any change in these resolutions, such notice to be given to each office of the Bank in which any account of this Local Government may be maintained or from which any product or service affected by such change is provided to this Local Government, and that until it has actually so received such notice in writing it is authorized to act in pursuance of these resolutions, and that until it has actually received such notice and has had a reasonable opportunity to act upon such notice it shall be indemnified and saved harmless from any loss suffered, claim or liability incurred by it in continuing to act in pursuance of these resolutions, even though these resolutions may have been changed.

**I FURTHER CERTIFY** that there is no provision in the statutes applicable to, or organizational documents of, this Local Government limiting the power of the Governing Board to pass the foregoing resolutions, and that the same are in conformity with the provisions of said statutes and organizational documents.

I FURTHER CERTIFY that the present officers of this Local Government and the offices respectively held by them are as follows:

<u>NAME</u>	<u>TITLE</u>
Stephanie Heineman	AS Library Director
Eileen Minogue	AS Assistant Director
Ruth McKay	AS Chairperson, Library Board
Michael L. Glennon	AS Financial Secretary, Library Board

WITNESS my hand and official seal of the Local Government this 20 day of May 1993.

(Official Seal) \*

Ruth McKay  
As Recording Officer  
of the Local Government

In case the Recording Officer is authorized to sign checks, notes, agreements, etc., or otherwise deliver instructions regarding the payment or transfer of funds by the above resolutions, this certificate must also be signed by a second officer of the Local Government.

In case the facsimile signature of or instructions from the Recording Officer is authorized by the above resolutions, this certificate must also be signed by a second officer of the Local Government.

Michael L. Glennon  
Other Officer  
Title: Financial Officer

