

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Reorganizational Meeting July 21, 2011 Approved

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library was held on July 21, 2011 preceding the Regular Meeting.

1) CALL TO ORDER

Chairperson Andrea Gladding called the meeting to order at 10:00 AM in the Board Conference Room of the Northport Library. Also attending were Robert Little, Patricia Flynn, Margaret Hartough, Library Attorney Douglas McNally, Director Eileen Minogue and Assistant Director James Olney.

Elizabeth McGrail was absent with prior notice.

2) OATH OF OFFICE

Library counsel Douglas McNally administered the Oath of Office to Trustee Margaret Hartough for a term of five years, July 1, 2011 to June 30, 2016.

Mrs. Gladding moved to go into Executive Session to discuss a patron's suspension, seconded by Mr. Little and unanimously carried.

Mrs. Hartough moved to go out of Executive Session, seconded by Mr. Little and unanimously carried.

3) REORGANIZATION OF BOARD

- A. Chairperson: Robert Little
- Vice-Chairperson: Andrea Gladding
- Secretary: Betsy McGrail
- Financial Secretary: Margaret Hartough
- Trustee Patricia Flynn
- B. Selection of members of Personnel Committee:
 Robert Little and Andrea Gladding

4) APPOINTMENTS

A. Mrs. Hartough moved to appoint Douglas McNally as Library Attorney for fiscal 2011/2012, seconded by Mrs. Gladding and unanimously carried.

B. Mrs. Gladding moved to appoint Bernice Holmstrom as Library Treasurer for fiscal 2011/2012, seconded by Mrs. Hartough and unanimously carried.

C. Mrs. Flynn moved to appoint Bayside CPA PLLC to perform Annual Financial Audit for fiscal 2011/2012, seconded by Mrs. Hartough and unanimously carried.

D. Mrs. Hartough moved to appoint Vollmer-Adair Agency, Inc. to manage insurance program for fiscal 2011/2012, seconded by Mrs. Gladding and unanimously carried.

E. Mrs. Gladding moved to appoint Beatty, Harvey, Coco Architects LLP as library architects for fiscal 2011/2012, seconded by Mrs. Flynn and unanimously carried.

F. Mrs. Flynn moved to appoint Claire Sarser as Clerk of the 2012 Annual Budget Vote, seconded by Mrs. Hartough and unanimously carried.

G. Mrs. Hartough moved to appoint Eileen Minogue as Records Access Officer 2011/2012, seconded by Mrs. Gladding and unanimously carried.

H. Mrs. Gladding moved to appoint Claire Sarser as Records Management Officer 2011/2012, seconded by Mrs. Flynn and unanimously carried.

I Mrs. Flynn moved to appoint Jean Wilson as Recording Secretary to the Board of Trustees 2011/2012, seconded by Mrs. Hartough and unanimously carried.

J. Mrs. Hartough moved to appoint Arthur Venezia, CPA, as Internal auditor for fiscal 2011/2012, seconded by Mrs. Gladding and unanimously carried.

5) Mrs. Gladding moved to approve the Board Financial Secretary, the Director or the Assistant Director, to use the Treasurer's Facsimile Signature in place of hand signature in the emergency absence of the Treasurer, seconded by Mrs. Flynn and unanimously carried.

6) Mrs. Flynn moved to appoint Margaret Hartough as the designated Trustee or James Olney, Assistant Director, as required second signature on checks over \$8,000 for July 1, 2011 through June 30, 2012, seconded by Mrs. Gladding and unanimously carried.

7) Mrs. Gladding moved to approve designation of Director Eileen Minogue or Assistant Director James Olney as signatories for emergency checks of up to \$5,000 from General Fund II, seconded by Mrs. Hartough and unanimously carried.

8) Mrs. Hartough moved to designate Director Eileen Minogue or Assistant Director James Olney as Payroll Certification Officer to certify that the number of individuals included in the payroll for the total amount of the payroll have regularly performed their duties in accordance with the terms of employment by the Board and on the basis of personnel records maintained, seconded by Mrs. Gladding and unanimously carried.

9) Mrs. Gladding moved to approve the payment of usual and necessary warrants when a quorum of the Board is unavailable upon approval of two Board members, and the Board of Trustees shall ratify the approval of the voucher itemizing such expenditures at the next scheduled monthly Board meeting, seconded by Mrs. Flynn and unanimously carried.

10) Mrs. Gladding moved to approve Supplementary Warrants, seconded by Mrs. Flynn and unanimously carried.

One page attached

11) Mrs. Flynn moved to approve the Northport-East Northport Investment Policy as amended, July 1, 2011 – June 30, 2012, seconded by Mrs. Hartough and unanimously carried.

Six pages attached

12) Mrs. Gladding moved to approve Fixed Asset Item Withdrawals for fiscal 2010/2011, seconded by Mrs. Flynn and unanimously carried.

13) Mrs. Flynn moved to approve Tuesday, April 3, 2012 to hold the Annual Library Vote and Trustee Election, seconded by Mrs. Gladding and unanimously carried.

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

15) Mrs. Hartough moved to approve the authorization to publish notice of the Annual Financial Audit for fiscal 2010/2011, seconded by Mrs. Gladding and unanimously carried.

16) Mrs. Gladding moved to approve the adoption of the 2012 Schedule of Holiday Openings & Closings, seconded by Mrs. Hartough and unanimously carried.

17) Mrs. Flynn moved to approve the review of Procurement Guidelines Policy, seconded by Mrs. Hartough and unanimously carried.

18) Mrs. Hartough moved to adopt the Schedule of 2011/2012 Board Meetings, seconded by Mrs. Flynn and unanimously carried.

August 2011	No scheduled meeting
Thursday, September 15, 2011	10:00 AM
Thursday, October 20, 2011	10:00 AM
Thursday, November 17, 2011	10:00 AM
Thursday, December 15, 2011	10:00 AM
Thursday, January 19, 2012	10:00 AM
Thursday, February 16, 2012	10:00 AM
Tuesday, March 13, 2012	6:00 PM
Tuesday March 13, 2012 Public Hearing	7:30 PM
Tuesday, April 3, 2012 Library Vote & Election of Trustee	9:00 AM to 9:00 PM
Thursday, April 19, 2012	10:00 AM
Thursday, May 17, 2012	10:00 AM
Thursday, June 21, 2012	10:00 AM

Mrs. Gladding moved to adjourn the meeting at 11:05 AM, seconded by Mrs. Flynn and unanimously carried.

Respectfully submitted,

Elizabeth McGrail
Secretary

Approval of the following payments in the Payroll/Supplementary Warrants:

Payroll

1. Net Payroll
2. Federal Withholding Tax
3. Social Security and Medicare; employer and employee
4. New York State Withholding Tax
5. New York State Retirement 3%, Arrears, Loans
6. Tax Sheltered Annuities – The Omni Group
7. AFLAC
8. Ameriflex – Flexible Spending Accounts

Supplementary

1. Payroll processing - PayPro
2. Conference and Travel Reimbursement to staff members
3. Health Insurance – NYSHIP, Fitzharris
4. Insurance Invoices – Vollmer-Adair Agency, New York State Insurance Fund, J.J. Stanis, Zurich
5. Utilities –LIPA, National Grid, Suffolk County Water Authority
6. Library Budget Vote – BOLD Systems, Election Machine Service, Vote Staffing
7. Library Van –Gasoline credit card, repairs
8. Book-A-Trip Deposits – McCarney Tours
9. New York State Sales Tax
10. Petty Cash (monthly average \$700)
11. Postage – Pitney Bowes
12. Telecommunications – Verizon, LI Fiber Exchange
13. Café Expenditures
 - a. Aqua Water (water filters)
 - b. Big Apple Dairy (ice cream)
 - c. Cafeteria (milk)
 - d. Citi Baking (cookies)
 - e. Coffee Distributing Corp. (cappuccino pods, hot chocolate, soups, etc)
 - f. Costco (water, candy, snacks, package baked goods, condiments)
 - g. Country Hot Bagels (bagels)
 - h. De-Mar Beverage (soda, gatorade, etc)
 - i. Delicious Baked Goods (rolls, muffins, danish)
 - j. Harold Levinson Assoc., Inc. (coffee beans, tea)
 - k. Restaurant Depot (paper goods)
 - l. Uncle Lee's Teas
 - m. Urnex (pot cleaner)
 - n. One Way Supply Corp. (utensils, carafes)