

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
Reorganizational Meeting, July 15, 2004 Approved

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport library was held on Thursday, July 15, 2004 in the Board Conference Room.

1) Elizabeth McGrail called the meeting to order at 10:15 AM. Also attending were C. Annette Carr, Ruth McKay, Robert Little, William Martin, Director Stephanie Heineman, Assistant Director Eileen Minogue, and Assistant Director James Olney.

The Director, with deep appreciation, thanked Mrs. McGrail for her service as Chairperson of the Board of Trustees.

2) OATH OF OFFICE

Director Stephanie Heineman gave the Oath of Office to Mr. Martin for the Office of Trustee from July 1, 2004 – June 30, 2009.

Jeanne Horesco, Notary Public, witnessed Mr. Martin's signing of the Trustee statement to be forwarded to the Huntington Town Clerk.

3) REORGANIZATION OF THE BOARD

Mrs. McKay moved to appoint Mr. Martin Chairperson, seconded by Mr. Little and unanimously carried.

Mr. Little moved to appoint Mrs. McKay Vice-Chairperson, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to appoint Mr. Little Secretary, seconded by Mrs. McKay and unanimously carried.

Mrs. McGrail moved to appoint Mrs. Carr Financial Secretary, seconded by Mr. Little and unanimously carried.

Mr. Little moved to appoint Mr. Martin Chairperson and Mrs. McKay Vice-Chairperson of the Personnel Committee, seconded by Mrs. Carr and unanimously carried.

4) DESIGNATION OF PERSON AND ALTERNATE CERTIFIED TO SIGN
PAYROLL AND SUPPLEMENTARY WARRANTS

Mrs. McGrail moved to designate Mrs. Heineman, and Mrs. Minogue Alternate, certified to sign payroll and supplementary warrants, seconded by Mr. Little and unanimously carried.

5) APPROVAL OF EMERGENCY PAYMENT OF WARRANTS

Upon a motion by Mrs. McKay, seconded by Mrs. McGrail, the Board unanimously authorized the payment of usual and necessary bills 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.

6) APPROVAL OF NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY INVESTMENT POLICY

Mr. Little moved to approve the Northport-East Northport Public Library Investment Policy 2004/2005, seconded by Mrs. Carr and unanimously carried.

7) APPROVAL OF DEFERRED COMPENSATION AMOUNT FOR 2004/2005 FISCAL YEAR

Mrs. Carr moved to approve deferred compensation amount of \$50,000. for 2004/2005 fiscal year, seconded by Mrs. McKay and unanimously carried.

8) ADOPTION OF 2005 SCHEDULE OF HOLIDAY OPENINGS & CLOSINGS

Mrs. McGrail moved to adopt the Schedule of Holiday Openings & Closings 2005, seconded by Mr. Little and unanimously carried.

9) APPROVAL OF TUESDAY, APRIL 5, 2005, TO HOLD ANNUAL LIBRARY VOTE

Mr. Little moved to approve Tuesday, April 5, 2005, to hold the Annual Library Vote and Trustee Election, seconded by Mrs. Carr and unanimously carried.

10) APPROVAL OF THE CLERK OF THE ANNUAL VOTE

Mrs. Carr moved to approve Claire Sarser as Clerk of the Annual Vote, seconded by Mrs. McKay and unanimously carried.

11) APPROVAL OF DESIGNATION OF THE OBSERVER AND/OR TIMES OF NORTHPORT AS THE OFFICIAL NEWSPAPERS FOR THE PUBLICATION OF LEGAL NOTICES

Mrs. McKay moved to approve the designation of The Observer and/or Times of Northport as the official newspapers for the publication of legal notices, seconded by Mrs. McGrail and unanimously carried.

12) APPROVAL OF VOLLMER-ADAIR AGENCY, INC. TO MANAGE INSURANCE PROGRAM FOR FISCAL 2004/2005

Mrs. McGrail moved to approve Vollmer-Adair Agency, Inc. to manage the Insurance Program for fiscal 2004/2005, seconded by Mr. Little and unanimously carried.

13) APPROVAL OF GRABER & COMPANY TO PERFORM ANNUAL FINANCIAL AUDIT FOR FISCAL 2003/2004

Mr. Little moved to approve Graber & Company to perform the annual financial audit for fiscal 2003/2004, seconded by Mrs. Carr and unanimously carried.

14) AUTHORIZATION TO PUBLISH NOTICE OF THE ANNUAL FINANCIAL AUDIT FOR FISCAL 2003/2004

Mrs. Carr moved to publish notice of the Annual Financial Audit for fiscal 2003/2004, seconded by Mrs. McKay and unanimously carried.

15) APPROVAL OF FIXED ASSET ITEM WITHDRAWALS FOR FISCAL 2003/2004

Mrs. McGrail moved to approve fixed asset item withdrawals for fiscal 2003/2004, seconded by Mr Little and unanimously carried.

Attached 9 pages

16) APPROVAL OF STEPHANIE HEINEMAN AS RECORDS ACCESS OFFICER 2004/2005

Mr. Little moved to approve Stephanie Heineman as Records Access Officer 2004/2005, seconded by Mrs. Carr and unanimously carried.

17) APPROVAL OF CLAIRE SARSER AS RECORDS MANAGEMENT OFFICER 2004/2005

Mrs. Carr moved to approve Claire Sarser as Records Management Officer 2004/2005, seconded by Mrs. McKay and unanimously carried.

18) Mrs. McKay moved to approve the schedule of 2004/2005 Board Meetings seconded by Mrs. McGrail and unanimously carried as follows:

Tuesday, August 10, 2004	10:30 AM (Financial Only)
Tuesday, September 14, 2004	10:30 AM
Tuesday, October 19, 2004	10:30 AM
Thursday, November 18, 2004	10:30 AM
Thursday, December 16, 2004	10:30 AM
Thursday, January 20, 2005	10:30 AM
Thursday, February 17, 2005	10:30 AM
Tuesday, March 15, 2005	To be announced
Public Hearing	
Thursday, March 17, 2005	10:30 AM
Tuesday, April 5, 2005	9:00 AM to 9:00 PM
Library vote & Election of Trustee	
Thursday, April 21, 2005	10:30 AM
Thursday, May 19, 2005	10:30 AM
Thursday, June 16, 2005	10:30 AM

19) ADJOURNMENT

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert Little", written over a faint, illegible stamp or watermark.

Robert Little
Secretary