

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

**REORGANIZATION MEETING**

**JULY 21, 2016**

The Annual Reorganization Meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, July 21, 2016, to be followed by the Regular Board Meeting in the Board Conference Room of the Northport-East Northport Public Library.

**I. CALL TO ORDER**

Chairperson Margaret Hartough called the meeting to order at 9:41am. Also present were Elizabeth McGrail, Georganne White, Andrea Gladding, Jacqueline Elsas, Assistant Director Nancy Morcerf and Director James Olney.

**II. ADOPTION OF AGENDA**

Ms. White moved to adopt the agenda with the exception of XX (Schedule of 2016/2017 Board Meetings) to be revised later, seconded by Mrs. Gladding and unanimously carried.

**III. OATH OF OFFICE**

The Oath of Office was administered to Trustee Margaret Hartough by Attorney Douglas McNally.

**IV. REORGANIZATION OF THE BOARD**

A. Mrs. Gladding moved to approve the following slate seconded by Mrs. Elsas, and unanimously carried:

Chairperson – Elizabeth McGrail

Vice-Chairperson – Jacqueline Elsas

Secretary – Margaret Hartough

Financial Secretary – Georganne White

Personnel Committee – Georganne White, Andrea Gladding

Capital Improvements Committee – Margaret Hartough, Jacqueline Elsas

**V. APPOINTMENTS**

A. Mrs. Gladding moved to appoint Hamburger, Maxson, Yaffe & McNally as Library Counsel for 2016/2017 fiscal year, seconded by Mrs. Elsas and unanimously carried.

B. Mrs. Elsas moved to approve Bernice Holmstrom as Library Treasurer for 2016/2017 fiscal year, seconded by Ms. White and unanimously carried.

C. Ms. White moved to approve Bayside CPA PLLC to perform Annual Financial Audit for 2016/2017 fiscal year, seconded by Mrs. Gladding and unanimously carried.

D. Mrs. Elsas moved to approve Vollmer-Adair Agency, Inc. to manage the insurance program for 2016/2017 fiscal year, seconded by Mrs. White and unanimously carried.

E. Ms. White moved to approve Beatty, Harvey, Coco Architects LLP as library architects for 2016/2017 fiscal year, seconded by Mrs. Gladding and unanimously carried.

F. Mrs. Gladding moved to approve Claire Sarser as Clerk of the 2017 Library Budget Vote, seconded by Mrs. Elsas and unanimously carried.

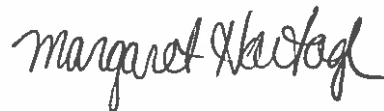
- G. Mrs. Elsas moved to approve James Olney, Director, as Records Access Officer 2016/2017, seconded by Ms. White and unanimously carried.
  - H. Ms. White moved to approve Claire Sarser as Records Management Officer 2016/2017, seconded by Mrs. Gladding and unanimously carried.
  - I. Mrs. Gladding moved to approve Barbara Dattolico as Recording Secretary to the Board of Trustees 2016/2017, seconded by Mrs. Elsas and unanimously carried.
  - J. Mrs. Elsas moved to approve Cristina Spinelli, CPA, as Internal Auditor for fiscal year 2016/2017, seconded by Ms. White and unanimously carried.
  - K. Ms. White moved to approve F. Alan Olita as Building Emergency Contact for 2016/2017, seconded by Mrs. Gladding and unanimously carried.
- VI. Mrs. Gladding moved to approve the Board Financial Secretary, the Director, or the Assistant Director to use the facsimile imprint of the Treasurer's signature in place of hand signature in the emergency absence of the Treasurer, seconded by Mrs. Elsas and unanimously carried.
- VII. Mrs. Gladding moved to approve designation of Georganne White or James Olney, Director, as required second signature on checks over \$8,000.00 for July 1, 2016 through June 30, 2017, seconded by Mrs. Hartough and unanimously carried.
- VIII. Mrs. Hartough moved to approve designation of James Olney, Director, or Nancy Morcerf, Assistant Director, as signatories for emergency payments of up to \$5,000 from General Fund II, seconded by Mrs. Elsas and unanimously carried.
- IX. Mrs. Elsas moved to approve designation of James Olney, Director, or Nancy Morcerf, Assistant Director, 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 Ms. White and unanimously carried.
- X. Ms. White moved to approve Payment of 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. Gladding and unanimously carried.
- XI. Mrs. Gladding moved to approve Supplementary Warrants, seconded by Mrs. Hartough and unanimously carried. (Attached)
- XII. Mrs. Hartough moved to approve the Northport East-Northport Public Library Investment Policy 2016/2017, seconded by Mrs. Elsas and unanimously carried. (Attached)
- XIII. Mrs. Elsas moved to approve the Fixed Asset Item Withdrawals for 2015/2016 fiscal year, seconded by Ms. White and unanimously carried. (Attached)
- VX. Ms. White moved to approve Review of Fund Balance Policy, seconded by Mrs. Gladding and unanimously carried. (Attached)
- XV. Mrs. Gladding moved to approve Tuesday, April 4, 2017, to hold Annual Library Vote and Trustee Election, seconded by Mrs. Hartough and unanimously carried.

- XVI. Mrs. Hartough moved to approve The Observer and/or The Times of Northport as the official newspapers for publication of Legal Notices, seconded by Mrs. Elsas and unanimously carried.
- XVII. Mrs. Elsas moved to approve authorization to publish notice of the Annual Financial Audit for 2015/2016 fiscal year, seconded by Ms. White and unanimously carried.
- XVIII. Ms. White moved to approve the 2017 Schedule of Holiday Openings & Closings, seconded by Mrs. Gladding and unanimously carried. (Attached)
- XIX. Mrs. Gladding moved to approve the Review of Procurement Guidelines Policy, seconded by Mrs. Hartough and unanimously carried. (Attached)
- XX. Mrs. Elsas moved to approve Schedule of 2016/2017 Board Meeting (Draft Calendar), as amended, seconded by Ms. White and unanimously carried.

Thursday, August 18, 2016	10:00am	Financial Only
Thursday, September 15, 2016	10:00am	
Thursday, October 20, 2016	10:00am	
Thursday, November 17, 2016	10:00am	
Thursday, December 15, 2016	10:00am	
Thursday, January 19, 2017	10:00am	
Thursday, February 16, 2017	10:00am	
Tuesday, March 21, 2017	5:30pm	
Tuesday, March 21, 2017	7:30pm	Public Hearing
Tuesday, April 4, 2017	9:00am-9:00pm	Library Vote, Election of Trustee
Thursday, April 20, 2017	10:00am	
Thursday, May 18, 2017	10:00am	
Thursday, June 22, 2017	10:00am	
Thursday, July 20, 2017	10:00am	Reorganization Meeting
Thursday, July 20, 2017	11:00am	
Thursday, July 20, 2017	12:00 noon	Staff Recognition Luncheon

- XXI. Ms. White moved to adjourn the Reorganization Meeting at 10:30am, seconded by Mrs. Gladding and unanimously carried.

Respectfully submitted,



Margaret Hartough  
Secretary



# Northport-East Northport Public Library

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www.nenpl.org

Dear Board Member:

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, July 21, 2016 at 9:30 AM** followed by the Regular Monthly Meeting in the Board Conference Room of the Northport Public Library.

## ANNUAL REORGANIZATIONAL AGENDA

- I. Call to Order
- II. Adoption of Agenda (Motion required)
- III. Oaths of Office: Douglas McNally to Margaret Hartough, Trustee.
- IV. Reorganization of Board
  - A. Election of Chairperson, Vice-Chairperson, Secretary, and Financial Secretary (Motion required)
  - B. Selection of members of Personnel Committee
  - C. Selection of members of Capital Improvements Committee
- V. Appointments
  - A. Douglas McNally as Library Attorney for 2016/2017 fiscal year (Motion required)
  - B. Bernice Holmstrom as Library Treasurer for 2016/2017 fiscal year (Motion required)
  - C. Bayside CPA PLLC to perform Annual Financial Audit for fiscal 2016/2017 (Motion required)
  - D. Vollmer-Adair Agency, Inc. to manage insurance program for fiscal 2016/2017 (Motion required)
  - E. Beatty, Harvey, Coco Architects LLP as library architects for fiscal 2016/2017 (Motion required)
  - F. Claire Sarser as Clerk of the 2017 Library Budget Vote (Motion required)
  - G. James Olney as Records Access Officer 2016/2017 (Motion required)
  - H. Claire Sarser as Records Management Officer 2016/2017 (Motion required)
  - I. Barbara Dattolico as Recording Secretary to the Board of Trustees 2016/2017 (Motion required)
  - J. Cristina Spinelli, CPA, as Internal Auditor for fiscal 2016/2017 (Motion required)
  - K. F. Alan Olita as Building Emergency Contact for 2016/2017 (Motion required)
- VI. Approval of Use of Treasurer's Facsimile Signature (Motion required)
- VII. Designation of Second Signature on checks over \$8,000 (Motion required)
- VIII. Designation of Signatories for General Fund II (Motion required)
- IX. Designation of Payroll Certification Officer (Motion Required)
- X. Approval of Payment of Warrants when a quorum of the Board is unavailable (Motion required)

- XI. Approval of Supplementary Warrants (Motion required)
- XII. Approval of Northport-East Northport Public Library Investment Policy 2016/2017 (Motion required)
- XIII. Approval of Fixed Asset Item Withdrawals for fiscal 2015/2016 (Motion required)
- XIV. Review of Fund Balance Policy (Motion required)
- XV. Approval of Tuesday, April 4, 2017, to hold Annual Library Vote and Trustee Election (Motion required)
- XVI. Designation of The Observer and/or The Times of Northport as the official newspapers for the publication of Legal Notices (Motion required)
- XVII. Authorization to publish notice of the Annual Financial Audit for fiscal 2015/2016 (Motion required)
- XVIII. Adoption of 2017 Schedule of Holiday Openings & Closings – Attached (Motion required)
- XIX. Review of Procurement Guidelines Policy (Motion required)
- XX. Schedule of 2016/2017 Board Meetings (Draft Calendar) (Motion required)
 

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	11:00 AM	
	12:00 noon	Staff Recognition Luncheon
- XXI. Adjournment

**XI. Approval of Supplementary Warrants**  
(Motion required)

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\*

\* These are employee contributions which are deducted and forwarded on employees' behalf

Supplementary

1. Payroll processing - PayPro
2. Utilities – National Grid, PSE&G, Suffolk County Water Authority, Northport Village Sewerage Fee
3. Insurances – Utica, NYSIF, NYSHIP, Standard Security, J.J. Stanis, Metlife, Brown & Brown
4. New York State Sales Tax