

UNAPPROVED MINUTES

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PLAINEDGE PUBLIC LIBRARY

Minutes of the Annual Reorganization Meeting of the Board of Trustees  
July 01, 2016

PRESENT

Mrs. Laura Oden-Bell, President  
Mrs. Ann Doxsey, Vice President  
Mr. Michael Giris, Trustee, Absent with prior notice  
Mr. Dave Gottlieb, Trustee  
Mrs. Ellen F. Ryder, Trustee

Mrs. Marilyn Kappenberg, Director  
Mrs. Judith Nilsen, Secretary to the Board  
Mrs. Dorothy Klotz, Principal Account Clerk

Laura Oden-Bell, President, called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

**Acceptance of 2016/2017 District Election of Library Trustee**

*A motion* was made by Ann Doxsey and seconded by Laura Oden-Bell to accept the results of the 2016/2017 Election of Library Trustee. Motion was unanimously accepted.

**Nomination of Officers for the 2016/2017 Fiscal Year**

*A motion* was made by Ellen Ryder and seconded by Ann Doxsey to appoint Laura Oden-Bell to serve as President of the Plainedge Library Board of Trustees for the 2016/2017 Fiscal Year. Motion was unanimously accepted.

*A motion* made by Laura Oden-Bell and seconded by Ellen Ryder to appoint Ann Doxsey to serve as Vice President for the 2016/2017 Fiscal Year. Motion was unanimously accepted.

**Oath of Office**

The Oath of Office was delivered by Dorothy Klotz to Ellen F. Ryder for a term of five (5) years ending June 30, 2020.

*A motion* was made by Ann Doxsey and seconded by Laura Oden-Bell to reappoint Ellen F. Ryder as a Trustee to the Library Board for a five (5) year term which will expire June 30, 2020. Motion was unanimously accepted.

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### **Designation of Secretary to the Board of Trustees**

RESOLVED, that the Board of Trustees appoint Judith Nilsen as Secretary to the Board of Trustees.

*A motion* was made by Laura Oden-Bell and seconded by Ann Doxsey to accept the Resolution for the appointment of Judith Nilsen as Secretary to the Board of Trustees for the Fiscal Year 2016/2017. Motion passed unanimously.

### **Determination of Dates of Monthly Meetings of the Board of Trustees for the fiscal year 2016/2017**

RESOLVED, that the Trustees will hold a regular monthly meeting on the third (3<sup>rd</sup>) Monday of each month with the exception of July and August. A brief regular July 2016 Board Meeting will be held directly after the Annual Reorganization Meeting. An August 2016 Board Meeting will not be held, except if a Special Meeting is requested by the President of the Board or Library Director at which time a special meeting will be called by the President. Any changes such as date or time of the scheduled monthly meeting will be properly posted and announced. The Board will hold an Annual Reorganization Meeting on or about July 1, 2017.

A motion was made by Ann Doxsey and seconded by Ellen Ryder to accept the Resolution for the Determination of dates of the Monthly Meetings of the Board of Trustees for the Fiscal Year 2016/2017, the third Monday of each month at 7:00 PM. Motion passed unanimously.

### **Determination of Dates for the Annual Library Budget Hearing and Library Budget Vote for the 2016/2017 Fiscal Year**

RESOLVED, that the date of the annual Budget Hearing will be held as required by law 7 to 14 days prior to the annual Library Budget Vote which will be held on Monday, May 8, 2017 at 7:00 PM.

Further RESOLVED, that the date for the annual Library Budget Vote will be held on Tuesday, May 16, 2017.

*A motion* was made by Dave Gottlieb and seconded by Ann Doxsey to accept the Resolution for the date Monday, May 8, 2016 for the annual Library Budget Hearing

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for the Fiscal Year 2016/2017 and for the date Tuesday, May 16, 2017 for the annual Library Budget Vote for Fiscal Year 2017/2018. Motion passed unanimously.

### **Designation of Depository Bank**

RESOLVED, that the Board of Trustees designates JP Morgan Chase Bank as a depository of Library funds in compliance with the Investment Policy of the Library for the 2016/2017 Fiscal Year.

*A motion* was made by Ann Doxsey and seconded by Dave Gottlieb to accept the Resolution for the Designation of Depository Bank designating JP Morgan Chase for the 2016/2017 Fiscal Year. Motion passed unanimously.

### **Designation of Bank Signatures**

RESOLVED, that the Board of Trustees collectively appoint each Trustee as authorized signatories on warrants and expense checks. The Board further resolves to require the signature of the Library Treasurer and one (1) Trustee on warrants and expense checks and in the absence of the duly appointed Library Treasurer, two (2) signatures of Library Trustees. On paychecks, and the Library's Trust Account, one (1) signature, that of Library Treasurer, and in the absence of Library Treasurer, one (1) Trustee's signature will be required. The Principal Account Clerk and the Director are further authorized to act as signatories for bank transfers for the 2016/2017 Fiscal Year.

*A motion* was made by Ann Doxsey and seconded by Ellen Ryder to accept the Resolution for the Designation of Bank Signatures for the 2016/2017 Fiscal Year. Motion passed unanimously.

### **Appointment of Library Accountant and Auditor**

RESOLVED, that the Board of Trustees appoint the firm of G.R. Reid Associates, LLP, Norman Gold, CPA, as the auditor and accountant for the Plainedge Public Library for the 2016/2017 Fiscal Year an annual fee of \$6,750.00.

*A motion* was made by Dave Gottlieb and seconded by Ann Doxsey to accept the the Resolution for the appointment of Norman Gold, CPA, G.R. Reid Associates, LLP,

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Library auditor and accountant for the 2016/2017 Fiscal Year at an annual fee of \$6,750.00. Motion passed unanimously.

### **Appointment of Library Treasurer**

RESOLVED, that the Board of Trustees appoints Donald Reiher as the Treasurer for the Plainedge Public Library at an annual stipend of \$2,100.00 for the 2016/2017 Fiscal Year.

*A motion* was made by Dave Gottlieb and seconded by Ann Doxsey to accept the Resolution for the appointment of Donald Reiher as the Library Treasurer with an annual stipend of \$2,100.00 for the 2016/2017 Fiscal Year. Motion passed unanimously.

### **Appointment of Library Labor Consultant**

RESOLVED, that the Board of Trustees appoints John Regan as the Library Labor Consultant and Labor Negotiator for the 2016/2017 Fiscal Year at an annual fee of \$3,600.00.

*A motion* was made by Ellen Ryder and seconded by Ann Doxsey to accept the Resolution for the appointment of John Regan as the Library Labor Consultant and Negotiator for the 2016/2017 Fiscal Year at an annual fee of \$3,600.00. Motion passed unanimously.

### **Appointment of Library Investment Officer**

RESOLVED, that the Board of Trustees appoints Dorothy Klotz, Principal Account Clerk, as the Library Investment Officer for the Plainedge Public Library for the 2016/2017 Fiscal Year.

*A motion* was made by Dave Gottlieb and seconded by Ann Doxsey to accept the Resolution for the appointment of Dorothy Klotz, Principal Account Clerk as the Library Investment Officer for the 2016/2017 Fiscal Year. Motion passed unanimously.

### **Appointment of Library Attorney**

RESOLVED, that the Board of Trustees appoints the law firm of Behrens, Loew, & Cullen, LLP as attorneys for the Library for the 2016/2017 Fiscal Year at an annual fee of \$4,500.00.

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*A motion* was made by Dave Gottlieb and seconded by Ann Doxsey to accept the Resolution to appoint the firm of Behrens, Loew & Cullen, LLP, as Library Attorneys for the 2016/2017 Fiscal Year at a fee of \$4,500.00. Motion passed unanimously.

### **Designation of Newspapers for Publication of Legal Notices**

RESOLVED, that the Board of Trustees designates Massapequa Post as the newspaper for the official publication of legal notices for the 2016/2017 Fiscal Year.

*A motion* was made by Ellen Ryder and seconded by Ann Doxsey to accept the Resolution designate the Massapequa Post as the official newspaper for the publication of legal notices for the 2016/2017 Fiscal Year. Motion passed unanimously.

### **Designation of Director with Authority to Open Sealed Bids**

RESOLVED, that the Board of Trustees appoints the Library Director, Marilyn Kappenberg, with the authority to open sealed bids during the 2016/2017 Fiscal Year.

*A motion* was made by Dave Gottlieb and seconded by Ann Doxsey to accept the Resolution to designate the Library Director, Marilyn Kappenberg, with the authority to open sealed bids during the 2016/2017 Fiscal Year. Motion passed unanimously.

### **Designation of Principal Account Clerk with Authority to Record Sealed Bids**

RESOLVED, that the Board of Trustees appoints Dorothy Klotz, Principal Account Clerk, with the authority to record sealed bids at the time of opening during the 2016/2017 Fiscal Year.

*A motion* was made by Ellen Ryder and seconded by Ann Doxsey to accept the Resolution to designate Dorothy Klotz, the Principal Account Clerk, with the authority to record sealed bids at the time of opening during the 2016/2017 Fiscal Year. Motion passed unanimously.

### **Authorization of Grant Applications**

RESOLVED, that the Board of Trustees authorizes Marilyn Kappenberg, Director, to make applications for grant funding.

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*A motion* was made by Ann Doxsey and seconded by Dave Gottlieb to accept the Resolution to authorize Marilyn Kappenberg, Director, to make grant applications during the 2016/2017 Fiscal Year. Motion passed unanimously.

*A motion* to adjourn the Reorganization Meeting for the Fiscal Year 2016/2017 was made by Dave Gottlieb and seconded by Ann Doxsey at 7:40 PM. Motion passed unanimously.

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Secretary's Signature Pro Temp.

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Date Approved

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Secretary's Initials