

**Cornwall Public Library
Board of Trustees
Annual Organizational Meeting Minutes
July 11, 2017
7:00 PM**

Meeting called to order by Carol Stein at 6:58PM.

I. Roll

Trustees Present: Bruce Cohen, Amy Cordisco, Tom Dames, Carol Stein, Susanne Vondrak

Excused: Elisabeth Hellwege, Christine McDonald.

Mary Lou Carolan, Library Director

Michelle Mellino, Treasurer

Also Present: Library staff member Pamela Hawks (minutes), Library staff member Dean Satterly, Members of the Public: Ricardo Ramirez, Mike Caola.

II. Minutes: A motion was made for the disposition of the 2016 Annual Organizational Meeting minutes by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

III. An **Oath of Office** was taken by Amy Cordisco, in which she read a sworn oath and signed a copy of each oath.

IV. Nomination and Appointment of Officers: A motion to approve the following slate as written was made by Susanne Vondrak and seconded by Tom Dames, and was unanimously approved.

- a. President: Carol Stein
- b. Vice President: Christine McDonald
- c. Secretary: Susanne Vondrak
- d. Treasurer: Michelle Mellino

V. Committee Appointments and appointment of chairs of committees: A motion to approve the following slate of committee appointments was made by Tom Dames, seconded by Bruce Cohen, and unanimously approved.

- a. Budget & Finance Committee: Carol Stein (Chair), Christine McDonald, Tom Dames
- b. Building Committee: Susanne Vondrak (Chair), Bruce Cohen, Elisabeth Hellwege
- c. Personnel Committee: Elisabeth Hellwege (Chair), Tom Dames, Amy Cordisco
- d. Garden Committee: Bruce Cohen (Chair), Tom Dames, Liz Hellwege
- e. Policy: Christine McDonald (Chair), Carol Stein, Amy Cordisco

VI. Bank of Deposit: A motion to approve the Orange Bank & Trust Company as the bank of deposit was made by Susanne Vondrak, seconded by Bruce Cohen, and unanimously approved.

VII. Accounts: A motion was made by Tom Dames, seconded by Susanne and unanimously approved.

- a. Trust & Agency (7822) - Checking

- b. Payroll (7835) - Checking
- c. General Fund (7848) - Checking
- d. Investor's Choice (7806) - Checking
- e. Capital Fund (7819) - Checking
- f. Memorial Fund (0416) – Savings

VIII. Appointments: After a brief discussion on attorneys (Jacobowitz & Gubits used for larger legal matters and Obremski on smaller questions) and auditor (audits are every other year with a mini review in off years), a motion to make the following appointments was made by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

- a. Media -- Cornwall Local and/or Sentinel
- b. Attorney – Jacobowitz & Gubits, LLP and/or Charles P. Obremski
- c. Auditor – Nugent & Haeussler

IX. Confirmation of petty cash account in the amount of \$165.00: A motion was made by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

X. Authorization for payments before the warrant for: Utility bills, payroll, health insurance, telephone and FIOS bills, contractual payments. The Board agreed to revisit some of these service contracts at future meetings for costs comparisons. A motion was made to approve the payments by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

XI. Adjournment: A motion to adjourn was made by Tom Dames, seconded by Amy Cordisco and unanimously approved at 7:18pm.

Respectfully submitted,

Pamela Hawks