

Cornwall Public Library  
Board of Trustees  
Annual Organizational Meeting

July 15, 2015

7:00 to 9:00 PM

Minutes

Meeting called to order by Susanne Vondrak at 7:04 PM.

- I. Roll: Janine Bixler, Tom Dames, Elisabeth Hellwege, Christine McDonald, Roberta Sherman, Susanne Vondrak, Karen LaRocca-Fels (Library Director), Rosaleen Leahy (Library Staff), Lisa SinClair (Library Staff), Pat Rovello (Minutes). Excused: Carol Stein, Karen Staples (Treasurer).
- II. A motion was made for the disposition of the minutes by Susanne Vondrak, seconded by Roberta Sherman, and was unanimously approved with no discussion.
- III. Oaths of Office were taken by Tom Dames and Susanne Vondrak, in which they read a sworn oath and signed copies of each oath. Karen Staples will take the Oath of Office at the next Board Meeting.
- IV. Nomination and Appointment of Officers: a motion to approve the following slate as written was made by Roberta Sherman and seconded by Tom Dames, and was unanimously approved.
  - a. President: Christine McDonald
  - b. Vice President: Susanne Vondrak
  - c. Secretary: Janine Bixler
  - d. Treasurer: Karen Staples
- V. Committee appointments:
  - A. Budget & Finance Committee: Carol Stein-Chair, Tom Dames, Christine McDonald.
  - B. Building Committee: Susanne Vondrak-Chair, Tom Dames, Elisabeth Hellwege
  - C. Garden Committee: Janine Bixler-Chair, Roberta Sherman, Susanne Vondrak
  - D. Personnel Committee: Roberta Sherman-Chair, Janine Bixler, Elisabeth Hellwege
- VI. Bank of Deposit-J.P Morgan Chase, Orange County Trust, First Niagara. Motion made by Susanne Vondrak, seconded by Roberta Sherman
- VII. Accounts:
  - a. Trust & Agency
  - b. Payroll
  - c. General Fund Savings
  - d. Capital Fund
  - e. Memorial FundMotion by Susanne Vondrak, seconded by Roberta Sherman
- VIII. Appointments
  - a. Media – Cornwall Local and/or Sentinel
  - b. Attorney – Jacobowitz & Gubits, LLP
  - c. Auditor – Nugent & Haeussler

Motion by Susanne Vondrak, seconded by Roberta Sherman

IX. Confirmation of petty cash account:

A. General Petty Cash \$250.00

Motion by Roberta Sherman, seconded by Janine Bixler and was unanimously approved.

X. Authorization for payments before warrant for:

A. Utility bills, payroll, health insurance, telephone and FIOS bills, contractual copiers.

Motion by Susanne Vondrak, seconded by Roberta Sherman-needs to be done each year

XI. Adjournment - 7:20 pm by Chris McDonald. Motion by Elisabeth Hellwege, seconded by Roberta Sherman.