

**Cornwall Public Library  
Board of Trustees  
Annual Organizational Meeting**

**July 8, 2014**

**7:00 to 9:00 PM**

**Minutes**

Meeting called to order by Susanne Vondrak at 7:02 PM.

I. Roll: Janine Bixler, Christine McDonald, Carol Stein, Roberta Sherman, Susanne Vondrak, Karen LaRocca-Fels (Library Director), Pamela Hawks (Library staff). Excused: Elisabeth Hellwege, Suzanne Vizethann, Karen Staples (Treasurer).

II. A motion was made for a disposition of the minutes by Roberta Sherman, seconded by Janine Bixler, and was unanimously approved with no discussion.

III. Oaths of Office were taken by Christine McDonald and Carol Stein, in which they read a sworn oath and signed copies of each oath.

IV. Nomination and Appointment of Officers: a motion to approve the following slate as written was made by Roberta Sherman and seconded by Janine Bixler, and was unanimously approved.

- a. President: Susanne Vondrak
- b. Vice President: Elisabeth Hellwege
- c. Secretary: Christine McDonald
- d. Treasurer: Karen Staples

V. Committee appointments: Susanne Vondrak asked that there to be a chair for each committee. After discussion, it was decided that: Carol Stein will be the chair for Budget and Finance; Susanne Vondrak will be the chair for Building; Roberta Sherman will be the chair for Personnel. The make-up of the committees stands as follows:

- a. Budget & Finance Committee: Christine McDonald; Carol Stein; Susanne Vondrak
- b. Building Committee: Janine Bixler; Elisabeth Hellwege; Susanne Vondrak
- c. Personnel Committee: Elisabeth Hellwege; Roberta Sherman; Suzanne Vizethann

VI. Bank of Deposit: a motion was made by Christine McDonald that the J.P. Morgan Chase Bank will be the bank of deposit. The motion was seconded by Roberta Sherman, and was unanimously approved with no discussion.

VII. Accounts: a motion was made by Carol Stein to accept the accounts as presented below. The motion was seconded by Roberta Sherman and unanimously approved.

- a. Trust & Agency
- b. Payroll
- c. General Fund Checking
- d. General Fund Savings

- e. Capital Fund
  - f. Memorial Funds
- VIII. Appointments:
- a. A motion to appoint the Cornwall Local and/or Sentinel as media outlets was made by Christine McDonald and seconded by Roberta Sherman, and unanimously approved.
  - b. A motion to approve the attorney as Jacobowitz & Gubits, LLP and/or Charles P. Obremski was made by Roberta Sherman, seconded by Christine McDonald and unanimously approved.
  - c. A motion to approve the Auditor as Nugent & Haeussler was made by Carol Stein, seconded by Janine Bixler and unanimously approved.
- IX. Confirmation of petty cash account: a motion to approve the general petty cash account in the amount of \$250.00 was made by Christine McDonald, seconded by Roberta Sherman and unanimously approved.
- X. Motion to adjourn was made by Janine Bixler and seconded by Carol Stein. Meeting adjourned at 7:12pm.

Respectfully submitted,

Pamela Hawks  
Library staff