Corwall 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 cost 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