

July Organizational Meeting
Cornwall Public Library Board of Trustees
July 9, 2020 6:30 PM

Charlotte Dunaief: I've done the roll, I'm going to call the annual organizational meeting to order at 6:31. We're going to go over, well we're going to approve the minutes from the last organizational meeting. Were there any issues with them?

Carol Stein: Well before we do that, alright, what we should really be doing is nominating Stephanie to be president so that way she can now run the meeting.

Charlotte Dunaief: Okay.

Carol Stein: Because we don't really have that on the agenda which we should have had on the agenda.

Charlotte Dunaief: Because it wasn't on last year's agenda that way.

Carol Stein: Unless we did it in June but I don't think we did it in June, right?

Charlotte Dunaief: No.

Stephanie Wolf: Can't remember.

Carol Stein: We have to add number 1 item which would be to nominate and I'll make the nomination, I nominate Stephanie Wolf for President of the Board.

Melissa Greaves: Second it?

Carol Stein: I don't, yeah good.

Charlotte Dunaief: Somebody would need to second that.

Roberta Sherman: I'll second it.

Charlotte Dunaief: Okay so Roberta seconds it, and then you need to vote on it.

Stephanie Wolf: If you have a yes just give a thumbs up.

Charlotte Dunaief: Okay, so is that unanimous? Yes.

Carol Stein: Alright so now let's go over [unintelligible]

Charlotte Dunaief: Stephanie you can take over.

Stephanie Wolf: Okay, so as Charlotte was saying earlier- Thank you, all, and welcome to the new Board members, first of all. We appreciate you joining us, and hopefully we will meet in person eventually and that will be a lot easier. So the first thing we need to do is the disposition of the minutes that were from last year's reorganizational meeting. They were on the Google

drive. You'll notice that we do a lot of things on the Google drive to just help expedite the meetings. So there was one change that Charlotte and I made today, it was to Melissa's term. Last year we had said it was a one year term, it was actually a two year term, so that's been amended. So does anybody have any questions about the minutes from last year's organizational meeting?

Unknown: Nope.

Stephanie Wolf: So I need a motion to approve the last year's organizational meeting minutes.

Roberta Sherman: Okay, I move to approve.

Stephanie Wolf: And then we'll need a second.

Meghann Chyla: Second.

Charlotte Dunaief: Okay so Roberta moved and Meghann Chyla seconded.

Stephanie Wolf: Yup. And so all in favor? Thumbs, or wave.

Charlotte Dunaief: Okay, that's unanimous Catherine.

Stephanie Wolf: Okay so then the next thing on the agenda is the oaths of office for all of the new folks.

Roberta Sherman: Yup.

Stephanie Wolf: I think you all got them in the mail, and need to sign, while we're on the video call, we can see that happening. And what you've all probably taken the oath of office, you can do it together as a group.

Carol Stein: I did not get that in the mail.

Charlotte Dunaief: You don't need that Carol, you signed your oath when you began as your term, you don't need to do it every year just when you begin your term.

Carol Stein: Oh, okay. [unintelligible]

Stephanie Wolf: Yeah

Carol Stein: Okay.

Stephanie Wolf: Just the first time.

Roberta Sherman: For the newbies.

Carol Stein: There we go. Sorry.

Roberta Sherman: Everybody sign?

Charlotte Dunaief: Also we need Matt, Roberta and Matt to read it out loud with their name in the thing and to sign it. And then you'll need to get it back to the library.

Roberta Sherman: Can we do it together or separate?

Charlotte Dunaief: You can do it together.

Stephanie Wolf: You can do it together, yeah.

Roberta Sherman: Good.

Stephanie Wolf: Do you want me to start you guys?

Matt Rettig: One, two three.

Stephanie Wolf: One, two, three, I, your name

Roberta Sherman: I, Roberta Sherman...

Matt Rettig: I, Matthew Rettig...

Matt Soltis: I, Matt Soltis...

Roberta Sherman, Matt Soltis and Matt Rettig: Do solemnly swear and affirm that I will support

Roberta Sherman and Matt Rettig: The Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of the office of trustee of the Cornwall Public Library according to the best of my ability.

Roberta Sherman: Okay.

Stephanie Wolf: Matt S., do you say the same thing?

Matt Soltis: Oh, um, yes, yes I don't, should I read mine now?

Stephanie Wolf: Had you- I couldn't what you read it all of it, I heard you read parts of it did you read it all out loud?

Matt Soltis: Let me just try again because I don't think the signal got all the way through.

Stephanie Wolf: Okay. Okay.

Matt Soltis: I, Matthew Soltis, do solemnly swear and affirm that I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of the office of Trustee of the Cornwall Public Library according to the best of my ability. And now I'm going to sign it.

Stephanie Wolf: Great.

Roberta Sherman: Okay, and then you will witness it when it comes to you in the mail?

Stephanie Wolf: Yes. We all witnessed you signing it I guess.

Roberta Sherman: Yes.

Charlotte Dunaief: So, when it comes in the mail we have to send it to, actually I think it's the Orange County Board of Elections, or the clerk of the Board of Elections.

Roberta Sherman: But somebody has to witness it first before we send it on.

Charlotte Dunaief: Right, well we'll do that in the library because I will be the witness I saw you all sign it, yes. It just goes back in that envelope to us, thank you.

Roberta Sherman: Yup.

Stephanie Wolf: And while we're looking at those things, I think we all got a conflict of interest form that we all need to send back.

Charlotte Dunaief: Yes.

Roberta Sherman: Sent that back already.

Stephanie Wolf: If you have it. Melissa did you get one?

Melissa Greaves: Did not, but that doesn't mean anything, I don't pick up my mail that often.

Stephanie Wolf: Okay.

Charlotte Dunaief: I know it was sent to everybody because Pat and I worked on it last week, week before.

Roberta Sherman: Just did mine.

Stephanie Wolf: Okay, so we just need to, when you get it you just need to fill it out and return it please.

Melissa Greaves: No problem.

Stephanie Wolf: And then, okay so we're now to number four on the agenda, the nomination of appointment of officers. We nominate, see the list there, for vice president we have Carol Stein, do we have to do each one individually or can we do it as a slate?

Charlotte Dunaief: You can do it as a slate.

Stephanie Wolf: Okay, so vice president: Carol Stein, secretary: Meghann Chyla and treasurer: Emily Milton. We need somebody to make a motion to approve that slate of officers.

Melissa Greaves: Okay, I make a motion.

Stephanie Wolf: Melissa. Second?

Matt Soltis: Second.

Stephanie Wolf: Matt S. will second. Matts, is that okay if we differentiate between you with Matt S. and Matt R.? Okay. So we had Melissa motion and Matt S. seconded it. So I need all in favor? Thumbs up, wave.

Board members: Aye.

Stephanie Wolf: Unanimous. Roberta is that unanimous?

Roberta Sherman: Yes.

Stephanie Wolf: Okay, so that motion was carried. That's the slate of officers for this year. We have the committee appointments and appointments of chairs and committees so we have one, two, three, four, five committees. We have Buildings and Grounds, who Melissa has agreed to be the chairperson for Buildings and Grounds. Carol has agreed to be the chairperson for the Finance Committee, and Budget Committee. The Garden chair will be me, along with Personnel and Meghann will take care of Policy. Does that need Board approval or does that just [unintelligible]

Carol Stein: Yes, why not. Right?

Stephanie Wolf: Okay, so somebody needs to make a motion to approve that slate of committee appointments and chairs.

Roberta Sherman: I move to accept the committee appointments and chairs.

Stephanie Wolf: Roberta motions. Seconds?

Meghann Chyla: Meghann. Second.

Stephanie Wolf: Meghan seconds. All in favor?

Board members: Aye.

Stephanie Wolf: Okay. And along with that everybody should know what committees they're on now? I believe.

Carol Stein: Can you go over that again?

[unintelligible]

Stephanie Wolf: I put it up here somewhere. Yes. So for Buildings and Grounds, for chair we have Melissa, and Matt R. and Carol. For Garden, I have me and Matt S. I had this as a document, it should be on the Google drive if you need it.

Carol Stein: I saw it, we should just say it publicly.

Stephanie Wolf: Okay. Policy, Meghann is the chair, Roberta and Matt S. are on the committee. Personnel, I'm the chair, Roberta and Melissa are on the committee.

Roberta Sherman: On which committee?

Stephanie Wolf: Personnel.

Roberta Sherman: Oh good, thank you.

Stephanie Wolf: And Finance is Carol, Matt R. and Meghann.

Carol Stein: Okay.

Stephanie Wolf: And Melissa is the Friends liaison. Okay, everybody good? Move on. Alright, then we need to approve the bank of deposit, the bank that the library uses for all of its, to pay its bills. And we use the Orange Bank & Trust Company, so I need somebody to make a motion to approve the Orange Bank & Trust Company as our bank of deposit.

Carol Stein: So moved.

Stephanie Wolf: Moved. Second?

Matt Rettig: Second, second.

Stephanie Wolf: Matt R.

Charlotte Dunaief: Catherine that was Carol Stein making the motion.

Roberta: Yes.

Stephanie Wolf: And Matt R. second.

Roberta Sherman: Yup.

Stephanie Wolf: All in favor?

Bard members: Aye.

Stephanie Wolf: That was unanimous.

Roberta Sherman: Yup.

Stephanie Wolf: Okay, so now we have to approve all of those accounts individually or can we do it as a slate?

Carol Stein: No, we can do it all as one slate.

Stephanie Wolf: Okay. So we're going to approve two, three, four, five, six accounts. Trust and Agency, Payroll Account, General Fund, Investor's Choice, a Capital Fund, all of those are checking accounts, and then a Memorial Fund which is a savings account.

Carol Stein: And for our new members, our general fund is obviously the account that we use for the budget, however when, and the Investor's Choice is like an overflow so when you have all of the tax money we try to invest it so we get a little bit of interest. Right now it's not earning a whole lot but in some periods of time it would. So those are your basically two general fund accounts. Capital would be money we've set aside in a reserve for projects that happen for the library. Over time with any surplus money that's what we would usually put it. Our memorial fund are donations and there's usually a specific purpose that we have those funds for that maybe people have donated. Trust and Agency and Payroll are kind of linked so any money that we have to hold in a judiciary capacity. So the payroll gets paid to that one account where the paychecks get drawn, and then when you have like a money that you owe the government, the IRS or whoever else that you're withholding from paychecks funnels to Trust and Agency. So that's kind of a brief overview of how the accounts work.

Matt Rettig: And is Orange Trust like a new, are you guys changing banks? Is that what's happening?

Carol Stein: No. Emily did I get all that right, just, pretty much? Okay. No, that's the same bank we've been using, right Emily? We switched to them a couple years ago from Bank of New York because of, not Bank of New York, Bank of America, no from, is it Bank of America or Chase, I forget [unintelligible]

Emily Milton: It's been Orange Trust as long as I've been [unintelligible]

Charlotte Dunaief: It's Chase.

Carol Stein: It was Chase. Because the larger banks tend to charge you fees when you don't keep enough balances, so usually a regional bank is pretty good. There are restrictions, you can't use a savings bank, like we couldn't use Walden Savings Bank in town even though you obviously would like to use a local bank but there's restrictions with government funds on what you can and can't use so we have to use a regional type of bank, certain types of banks that qualify with general municipal law, so. There's a lot of laws that govern everything we do, just FYI. Roberta you know some of them because you've been here before.

Roberta Sherman: Yup.

Stephanie Wolf: And Matt R. it seems like we have to vote on this every year even if we don't change things.

Matt Rettig: Okay, that was my question. You just have to reauthorize it every year.

Charlotte Dunaief: Yeah.

Stephanie Wolf: Yes. And like these accounts are the same that we've had but we need to reauthorize them annually.

Matt Rettig: Okay.

Stephanie Wolf: So I need a motion to approve that slate of accounts please.

Roberta Sherman: So moved to amend to accept the change of accounts.

Stephanie Wolf: Roberta. Any seconds?

Carol Stein: Second.

Stephanie Wolf: Carol second. Roberta motioned, Carol seconded. All in favor?

Board members: Aye.

Stephanie Wolf: Unanimous.

Roberta Sherman: Yup.

Stephanie Wolf: Alright. So now we need to appoint our media, attorney, and an auditor. So for media we use *Cornwall Local*, *Times Herald Record*, and the *Orange County Post*. And again

this is kind of like the banking, we've been using these types of, these entities, but we need to vote on it annually and approve it annually. So I need someone to make a motion to approve the media that we have listed there, *Cornwall Local*, *Times Herald Record*, and the *Orange County Post*.

Unknown: So moved.

Stephanie Wolf: And Meghan second. All in favor?

Board members: Aye.

Catherine Incledon: I just want to make sure I write that one down right. That was Melissa who made the motion and Meghann seconded?

Stephanie Wolf: Yes.

Catherine Incledon: Perfect.

Stephanie Wolf: You got it, Catherine. And then our attorney, Jacobowitz, and how do you say the second word? Gubits?

Charlotte Dunaief: Gubits.

Stephanie Wolf: Gubits. That's our attorneys.

Roberta Sherman: I move to accept the appointment of Jacobowitz & Gubits as our attorneys.

Stephanie Wolf: Roberta. Any second?

Carol Stein: Second. Oh.

Stephanie Wolf: Carol seconds.

Carol Stein: No Meghann had it, got it down before me.

Stephanie Wolf: Oh, Meghann will second?

Meghann Chyla: Yup.

Stephanie Wolf: So Roberta motioned, Meghann second. All in favor?

Board members: Aye.

Stephanie Wolf: And then the auditor, Nugent & Haeussler.

Carol Stein: Haeussler.

Stephanie Wolf: Haeussler. A motion to approve Nugent & Haeussler as our auditor please?

Carol Stein: So moved.

Stephanie Wolf: Carol makes a motion. Second?

Roberta Sherman: I'll second.

Stephanie Wolf: Roberta will second. All in favor?

Board members: Aye.

Stephanie Wolf: Okay. And then we, the library does keep a petty cash account on hand for any needs in the amount of \$165 and we need to approve that amount and the petty cash is held at the library, Charlotte handles that. So I need a motion to approve the \$165 in general petty cash held at the library. Meghann will motion, anybody second?

Matt Soltis: Second.

Roberta Sherman: Second.

Stephanie Wolf: Matt S. will second. All in favor?

Board members: Aye.

Stephanie Wolf: Okay. So then the last thing we need to do is authorizations of payments. Every month the library does what we, to pay the bills they develop what is called a warrant which lists all of our expenses and the bills we're paying each month but there are certain things that we pay before the warrant is approved by the Board or we can give the library staff the approval to do that. Am I getting this right Carol? So..

Carol Stein: Yeah. Emily can talk to that I think.

Stephanie Wolf: Yeah.

Emily Milton: No you're explaining that right Stephanie. There are several bills that come out mid-month and they can't wait so Valerie goes and pays those bills before the warrant comes out so we authorize her to make those payments as needed before the warrant comes out, before they're actually, officially approved.

Stephanie Wolf: And so it is things like utility bills, health insurance, telephone and FIOS bills, the landscaper, and other contractual payments that we're obligated to pay.

Carol Stein: Pretty much things that we've already set and I feel like their fairly standard amount and we still put them on the warrant and we could always seek a credit if somebody has an issue with it after the fact.

Stephanie Wolf: So I need a motion, does anybody have any further questions about that?

Carol Stein: Well finish, before we make the motion finish the other piece of it, that-

Stephanie Wolf: Oh the Finance Committee meets monthly and goes over the warrant usually before the Board meetings, so we're also giving the Finance Committee approval, the ability to approve the warrant.

Carol Stein: Yeah in general, we generally still do it as a committee but if we for some reason can't then we authorize the Finance Committee to do it. So we still try to do it as a full committee, so but once in a while we just, for whatever reason we've had an issue and we

couldn't do it we've allowed this. So we just put it in our reorg minutes that we do it this way. It still assures us review.

Stephanie Wolf: So I need a motion to approve the bills to be paid prior to the warrant and the Finance Committee the ability to approve the warrant.

Matt Rettig: So moved.

Stephanie Wolf: Matt R. will make that motion, I need a second.

Roberta Sherman: Second.

Stephanie Wolf: Roberta seconds. All in favor?

Board members: Aye.

Stephanie Wolf: Alright, so that carried. That looks like everything for our reorg meeting.

Charlotte Dunaief: Well you need to make a motion to adjourn this meeting and to begin the next.

Carol Stein: So moved.

Stephanie Wolf: Carol makes the motion to adjourn. Anybody second?

Roberta Sherman: So second.

Stephanie Wolf: Roberta seconds it. All in favor?

Board members: Aye.

Stephanie Wolf: So the reorganization meeting is ended at 6:53.