Minutes

Meeting called to order by Chris McDonald at 7:12 PM.

I. Roll: Janine Bixler, Bruce Cohen, Elisabeth Hellwege, Christine McDonald, Carol Stein, Susanne Vondrak, Mary Lou Carolan (Library Director), Michelle Mellino (Treasurer), Pat Rovello (Minutes). Excused: Tom Dames

II. A motion to approve the disposition of the minutes made by Susanne Vondrak, seconded by Elisabeth Hellwege, and was unanimously approved.

III. Oath of Office was taken by Bruce Cohen, in which he read a sworn oath and signed the copy of the oath of office.

IV. Nomination and Appointment of Officers: A motion to approve the following slate as written made by Carol Stein, seconded by Elisabeth Hellwege, and was unanimously approved.
   a. President: Janine Bixler
   b. Vice President: Elisabeth Hellwege
   c. Secretary: Christine McDonald
   d. Treasurer: Michelle Mellino

V. Committee appointments: A motion to approve the following slate as written; made by Elisabeth Hellwege, seconded by Carol Stein, and was unanimously approved.
   A. Budget & Finance: Carol Stein-Chair, Tom Dames, Christine McDonald
   B. Building: Susanne Vondrak-Chair, Tom Dames, Elisabeth Hellwege
   C. Personnel: Elisabeth Hellwege-Chair, Janine Bixler, Christine McDonald
   D. Garden: Janine Bixler-Chair, Bruce Cohen, Susanne Vondrak
   E. Policy: Chris McDonald-Chair, Bruce Cohen, Carol Stein
   F. Strategic Plan: Mary Lou Carolan-Chair, Bruce Cohen, Chris McDonald, Carol Stein
   G. Friends Liaison: Chris McDonald
   H. Foundation Liaison: Janine Bixler

VI. Bank of Deposit – A motion to approve: J.P. Morgan Chase, and Orange Bank & Trust Company as The Cornwall Public Libraries banking institutions made by Susanne Vondrak, seconded by Elisabeth Hellwege and unanimously approved.

VII. Accounts: A motion to approve the following accounts, made by Carol Stein, seconded by Elisabeth Hellwege and unanimously approved.
   a. Trust & Agency
   b. Payroll
   c. General Fund Checking
   d. General Fund Savings
   e. Capital Fund
   f. Memorial Fund

VIII. Appointments: A motion to approve the following appointments listed below, made by Carol Stein, seconded by Christine McDonald and was unanimously approved.
a. Media-Cornwall Local and/or Sentinel
b. Attorney-Jacobowitz & Gubits, LLP
c. Auditor-Nugent & Haeussler

IX. **Confirmation of Petty Cash:** A motion to approve a maximum withdrawal of $165.00 per transaction, out of General Petty Cash made by Susanne Vondrak and seconded by Elisabeth Hellwege.

X. **Authorization for the following payments before warrant,** have been approved by the Board of Trustees for:
   a. Utility bills, payroll, health insurance, telephone and FIOS bills, contractual copiers, credit card was added and approved.
   A motion to approve the above as amended, made by Carol Stein, seconded by Bruce Cohen and unanimously approved.

XI. **Adjournment:** A motion to adjourn at 7:26 PM made by Susanne Vondrak, seconded by Carol Stein and was unanimously approved.