

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

July 12, 2016

7:00 to 9:00 PM

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.