



January 2, 2018 7:15 PM

Organizational Meeting

1. \*Agenda: Approval or Changes.
2. Oaths of Office.
3. \*Election of Officers.
4. \*Appointment of Counsel, Clerk, Secretary.
5. \*Set Date for Annual Budget Vote and Trustee Election.
6. \*Approval of Board Meeting Schedule for 2018.
7. \*Approval of Board Calendar.
8. \*Designation of Depositories
  - A. *The Board of Trustees of the Clifton Park-Halfmoon Public Library designate Key Bank as a depository for Clifton Park-Halfmoon Public Library funds for 2018 with deposits not to exceed \$5.75M.*
9. \*Authorization for Electronic Transfers
  - A. *The Board of Trustees of the Clifton Park-Halfmoon Public Library authorizes electronic transfer of funds for principal and interest payments for the Halfmoon portion of the 475 Moe Road Bond on or about May 1, 2018 and November 1, 2018.*
10. \*Resolution to change Authorized Users on the Key Bank Account.
11. \*Resolution to change Authorized Users on the Fidelity Account.
12. Committee Preferences to Board President.
13. Assignment of monthly Claims Review Responsibilities.
14. Assignment of monthly FOL Board Meeting Responsibilities.
15. Adjournment.

\*Items so marked are action items



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Organizational Meeting

Present: Brown, Megan; DiGianni, Jason; Dugan, Suzanne; Golden, David; Lynch, Mary-Alice; Madison, Tom; McMunn, Maria; Meyer, Stephen; Rodger, Edwin; Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius and Joe Gaug.

David Golden attended via videoconference.

The meeting was called to order at 7:20 PM by Mr. DiGianni

**AGENDA:** Mr. DiGianni presented the January 2, 2018 agenda for approval. Mr. Srinivasan made the **Motion**, seconded by Ms. Lynch to approve the agenda. The **Motion** passed unanimously by those present.

The Oaths of Office were distributed to all trustees present at the meeting and were notarized by Mr. Gaug.

The slate of officers for 2018 was presented by Mr. Golden on behalf of the Nominating Committee: Jason DiGianni – President, Russell Wise – Vice President, Stephen Meyer – Treasurer. There being no nominations from the floor Mr. Golden made the **Motion**, seconded by Ms. Brown to close the floor to nominations. Mr. Golden then made the **Motion** on behalf of the Nominating Committee to approve the slate as presented. **Motion** passed unanimously by those present, and the persons listed were elected for 2018.

Mr. Wise made the **Motion**, seconded by Mr. Golden, that Joe Gaug be reappointed as Counsel for 2018. The **Motion** passed unanimously by those present.

Mr. Meyer made the **Motion**, seconded by Ms. Dugan that Alex Gutelius be reappointed as Clerk for 2018. **Motion** passed unanimously by those present.

A **Motion** was made by Ms. Brown seconded by Ms. Wise, that Barbara Reese be reappointed as Recording Secretary to the Board for 2018. The **Motion** passed unanimously by those present



Mr. Srinivasan made the **Motion**, seconded by Mr. Madison that the Annual Budget Vote and Trustee Election be held on September 27, 2018. **Motion** passed unanimously by those present.

The Board Meeting Schedule for 2018 was presented and found to be acceptable.

Mr. Srinivasan made the **Motion**, seconded by Mr. Meyer that the Board Meeting Schedule be accepted as presented. **Motion** passed unanimously by those present.

The Board Calendar for 2018 was presented and described by Mr. DiGianni and found to be acceptable. Ms. Brown made the **Motion**, seconded by Mr. Srinivasan, that the Board Calendar for 2018 be accepted as presented. **Motion** passed unanimously by those present.

The next order of business was the Designation of Depositories.

Ms. Lynch made the **Motion**, seconded by Mr. Srinivasan that the Board of Trustees of the Clifton Park-Halfmoon Public Library designates Key Bank as a depository for Clifton Park-Halfmoon Public Library funds for 2018 with deposits not to exceed \$5.75M. Motion passed unanimously by those present.

The Key Bank depository shall require the signature of either President Jason DiGianni or Treasurer Steven Meyer on all checks and shall require the signatures of both the President and Treasurer on checks of \$15,000 or more. The petty checking depository at Key Bank shall require the signature of the Library Director for all checks.

The next order of business was the Authorization for Electronic Transfers.

Ms. Brown made the **Motion**, seconded by Ms. McMunn that the Board of Trustees of the Clifton Park-Halfmoon Public Library authorizes the electronic transfer of funds for principal and interest payments for the Halfmoon portion of the 475 Moe Road Bond on or about May 1, 2018 and November 1, 2018. **Motion** passed unanimously by those present.

Electronic fund transfers require the signature of both the Board President and the Board Treasurer.



The next order of business was a Resolution to change the Authorized Users on the Key Bank Accounts.

Resolution regarding the Key Bank accounts was presented as follows: Delete Russell Wise as an authorized signer on the Key Bank accounts and add Stephen Meyer as an authorized signer on the Key Bank accounts. A **Motion** was made by Mr. Wise seconded by Mr. Meyer to adopt the Resolution as stated. **Motion** passed unanimously by all present

The next order of business was a Resolution to change the Authorized Users on the Fidelity Account.

Resolution regarding the corporate bond mutual fund was presented as follows: Delete Russ Wise as an authorized person on Fidelity Account #2BP212687 and to add Stephen Meyer as an authorized person on Fidelity Account #2BP212687. A **Motion** was made by Mr. Wise seconded by Ms. Lynch to adopt the Resolution as stated and send it to Fidelity. **Motion** passed unanimously by all present.

Mr. DiGianni reviewed the process for standing committee assignments and requested that board members indicate their committee preferences.

Trustees were asked to volunteer for one or two months to review the monthly claims.

Trustees discussed the date on which to hold the annual board retreat in January. A **Motion** was made by Ms. Brown seconded by Mr. Srinivasan to revise the 2018 Board Meeting Schedule by changing the date of the January meeting to January 28, 2018. **Motion** passed unanimously by those present.

There being no further business, Ms. Brown made the **Motion**, seconded by Ms. Dugan to adjourn the organizational meeting. **Motion** passed unanimously by those present and the meeting adjourned at 7:40 PM.