



January 6, 2020 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 2020.
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 2020 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, 2020 and November 1, 2020.*
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



January 6, 2020 7:15 PM

Organizational Meeting

Present: Brown, Megan; Cantore, Mat; DiGianni, Jason; Golden, David; McMunn, Maria; Meyer, Stephen; Madison, Thomas, Rodger, Edwin, Wise, Russell.

Absent: Purushothaman Srinivasan, Suzanne Dugan

The meeting was called to order at 7:20 pm by Mr. Wise.

**AGENDA:** Mr. Wise presented the January 6, 2020 agenda for approval. Mr. Golden made the **Motion**, seconded by Ms. Brown 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. Foster.

The slate of officers for 2020 was presented by Mr. Rodger on behalf of the Nominating Committee: Russell Wise – President, Maria McMunn – Vice President, Stephen Meyer – Treasurer. There being no nominations from the floor Mr. Rodger made the **Motion**, seconded by Ms. Brown to close the floor to nominations. Mr. Rodger 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 2020.

Mr. Rodger noted that Mr. Cantore was elected to a Clifton Park trustee position in September 2019 and his term begins January 1, 2020.

Mr. Golden made the **Motion**, seconded by Mr. Cantore, that Joe Gaug be reappointed as Counsel for 2020. The **Motion** passed unanimously by those present.

Ms. Brown made the **Motion**, seconded by Mr. Rodger that Alex Gutelius be reappointed as Clerk for 2020. **Motion** passed unanimously by those present.

A **Motion** was made by Ms. Brown seconded by Mr. DiGianni that Barbara Reese be reappointed as Recording Secretary to the Board for 2020. The **Motion** passed unanimously by those present

Ms. Brown made the **Motion**, seconded by Mr. Rodger that the Annual Budget Vote and Trustee Election be held on September 17, 2020. **Motion** passed unanimously by those present.

The Board Meeting Schedule for 2020 was presented and found to be acceptable.



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

The Board Calendar for 2020 was presented and found to be acceptable.

Mr. Meyer made the **Motion**, seconded by Mr. DiGianni that the Board Calendar for 2020 be accepted as presented. The **Motion** passed unanimously by those present.

The next order of business was the Designation of Depositories.

Mr. Meyer made the **Motion**, seconded by Mr. Rodger 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 2019 with deposits not to exceed \$5.75M. Motion passed unanimously by those present.

The Key Bank depository shall require the signature of either President Russell Wise 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.

Mr. Madison made the **Motion**, seconded by Mr. DiGianni 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, 2020 and November 1, 2020. **Motion** passed unanimously by those present.

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

Mr. Wise reviewed the process for standing committee assignments and requested that trustees indicate their committee preferences.

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

There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Meyer to adjourn the organizational meeting. **Motion** passed unanimously by those present and the meeting adjourned at 7:39 pm.