

SOMERS LIBRARY BOARD OF TRUSTEES
PO Box 443
Somers, NY 10589

MINUTES OF ORGANIZATIONAL MEETING

January 8, 2014

President Hasl called the meeting to order at 7:40 p.m.

The members present were: Ian Carnow, Paula Chamoun, Jim Hasl, Liz Mignardi, Laura Parisi, Jean Reidy, Ann Westerman, and Christine Williamson-Canavan.

Library Director Patricia Miller was also in attendance.

BOARD ORGANIZATION

At the December 11, 2013 meeting of the Library Board of Trustees, the Board accepted the recommendations of the Nominating Committee for the Slate of Officers for the year 2014:

President – Jim Hasl
Vice-President - Laura Parisi
Corresponding Secretary – Liz Mignardi
Treasurer – Ann Westerman

In accordance with the Library's *Policy Statement*, the newly elected officers of the Board of Trustees shall be signatories of the Library's bank accounts at JP Morgan Chase Bank. The required forms have been signed by the elected officers, certified by the Corresponding Secretary and are on file with JP Morgan Chase Bank. Both Supervisor Morrissey and Deputy Town Supervisor, Tom Garrity are also signatories on the General Fund checking account established for library payroll purposes only.

An updated roster of the Library Board of Trustees and the proposed monthly Board meeting schedule were distributed to the Trustees via email. The meeting schedule is based on the normal meeting date of the second Wednesday of each month at 7:30 pm in the Somers Library.

When necessary, special Board meetings also may be held at a time and place to be announced in advance.

Copies of these items will be sent to the Town House and the meeting dates will be posted on the Town's Schedule of Meetings, as required by the Library's *By-Laws* and the Open Meeting Law. The roster of the Trustees and the meeting dates shall also be posted on the Library's web site. Mrs. Parisi moved that

these actions relative to the Trustee's roster and Board meetings be taken. All were in favor.

FINANCE

List of 2013 Encumbrances and Accounts Payable

Mrs. Miller and the staff have prepared a list of items to be encumbered and paid in 2014 from the 2013 expenditure budget. The list will be forwarded to the Finance Department so that they will be recorded in our financial records in the year 2013 business. This list may be updated as needed. It will be finalized and approved at the February Board meeting.

Chart of Accounts and Adopted Budget for the Year 2014

The Library General Fund Chart of Accounts and the Adopted Budget for the Year 2014 has been prepared by the Library Director and copies presented to the Trustees. After discussion, Mrs. Mignardi moved that the Library Board formally adopt this Library Budget, based on the Town's Adopted Budget as adopted by the Town Board on December 12, 2013. Approval was unanimous. Copies of the Library General Fund Chart of Accounts and Adopted Budget also will be given to the Finance Department for their use in preparation of our financial statements during 2014.

Local Library Service Aid Funds

The amount of Local Library Service Aid Funds received for 2013 is \$4,782.60.

Internal Revenue Service 2014 Standard Mileage

The Internal Revenue Service has set the 2014 standard mileage reimbursement rate at 56 cents per mile for the use of personal cars on an employer's business. The reimbursement includes: gasoline, oil, maintenance, repairs, insurance and vehicle registration fees. Mrs. Mignardi moved that the Library reimbursement rate for the year 2014 be established at 56 cents per mile. All were in favor.

PERSONNEL

Library Director Mrs. Miller presented the Trustees with copies of the *2014 Salary Schedule* for all employees and an analysis of the *2014 Substitutes Budget by Function*. These salaries are based on the budget adopted by the Town Board on December 12, 2013 and the Library Board action tonight. It was noted that three Library employees will be receiving longevity payments during 2014. After discussion, Mrs. Westerman moved that the *2014 Salary Schedule* be approved as presented. All were in favor. Mrs. Westerman moved that the *2014 Substitutes Budget by Function* also be approved as presented and all were in favor.

A copy of the *2014 Salary Schedule* has been forwarded to the Finance Department for payroll purposes. The schedule of Employee Vacation Days applicable to 2013 permitted to be carried over to 2014 was approved at the

December 11, 2013 meeting, as well as the 2014 Holiday Schedule.

There being no further business, the 2014 Organizational Meeting adjourned at 8:00 p.m.

The regular monthly meeting immediately followed.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Library Director
Town Board
Town Clerk
Director of Finance
Friends of the Somers Library