

Minutes: Board of Trustees, The Field Library, December 15, 2022

Thursday December 19, 2022

Present: President Smith **Trustees:** Bloom, Cosentino, Kelley, Romeo
Vice-president Most Galella, Noble, Alexander,
Treasurer Foster
Secretary Douglas
Director Brown

Meeting called to order 7:01 pm. Announcement that this would be an abbreviated meeting to address two action items.

Previous minutes to meeting November 15, 2022. Moved to be accepted by Galella, seconded by Bloom. Unanimously adopted.

Two action items were adopted:

1. A resolution authorizing the library director to pay certain invoices exceeding \$5,000.

WHEREAS, certain vendors provide contractual services to The Field Library on a regular basis in accordance with the annual adopted budget;

WHEREAS, the policy of The Field Library is to require invoices of \$5,000 or more to be signed by the Library Director and a designated Trustee of the Board;

WHEREAS, the payment requirements of certain invoices subject The Field Library to late fees;

WHEREAS, monthly invoices for personnel benefits are reviewed and approved by The Field Library Human Resources Administrator;

WHEREAS, monthly invoices for information technology services provided by The Westchester Library System are reviewed for consistency with the annual Service Agreement contract;

WHEREAS, all checks issued by The Filed Library are submitted to the Finance Committee quarterly for review;

and WHEREAS, it is the desire of The Field Library to insure the timely payment of the following recurring contractual invoices:

NOW THEREFORE, BE IT RESOLVED by The Board of Trustees that The Library Director is authorized to pay the following invoices that exceed \$5,000, for the purposed noted below, without a second signature by a designated Trustee of the Board:

THE HARTFORD – Workers Compensation Insurance

NEW YORK STATE HEALTH INSURANCE – Monthly Employee Health Insurance Premium

NEW YORK STATE RETIREMENT SYSTEM – Annual Retirement Payment

REGAN AGENCY – Umbrella, Liability and D&O Insurance

WESTCHESTER LIBRARY SYSTEM – IT Services

Resolution moved by Alexander. Seconded by Romeo. Unanimously voted.

Resolution passed by the Board of Trustees this 15th day of December, 2022.

2. 2023 Budget- balanced budget proposed to be adopted as presented. Motion moved by Alexander. Seconded by Kelley. Unanimously voted.

Next meeting January 19,2023

Move to adjourn at 7:23 pm

Moved by Foster, seconded by Romeo. Unanimously voted.