Meeting of the Sayville Library Board of Trustees  
Monday, December 9, 2019, 7:00 PM  
Agenda

I. Convening
   A. Call to Order
   B. Pledge of Allegiance

II. Reading and Acceptance of the Minutes & Agenda
   A. The minutes of the November 12, 2019 Regular Board Meeting*
   B. Corrections or amendments to the Agenda*

III. Financial Matters
   A. Examination and approval of the December 1-9, 2019 authorization*
   B. Examination and approval of the November 13-30, 2019 Prepaid authorization list*
   C. Examination and approval of the December 1-9, 2019 Capital Fund Authorization
   D. Examination and approval of the November Payroll Warrant*
   E. Review of the District Treasurer’s Monthly Reports (Schedule of Appropriations)
      for the period ending November 30, 2019

IV. A. Opportunity for Public Expression

V. Committee Reports
   A. Budget & Finance - Loughren & Kieffer
   B. Services & Programs - Halliday & Mitchell
   C. Personnel - Mitchell & Kieffer
   D. By-Laws & Policies - Halliday & Loughren

VI. Administration Reports
   A. Director’s Monthly Report*
   B. Statistics and circulation figures for November 2019
   C. Personnel Report – December 2019*
   D. Quarterly Report – K. Piraino, Youth Services Librarian
   E. Assistant Director’s Report – R. Goykin

VII. Unfinished Business
   A. Library Website

VIII. New Business
   A. Revised Employee Handbook*
   B. AV Equipment Purchase*

IX. Correspondence
   A. Chestene Coverdale Food Pantry, Inc.

X. Exhibits, Miscellaneous Library Information

XI. Executive Session (if necessary)

XII. Announcements
   A. The next regular meeting of the Library Board will be held on Monday, January 13, 2020 at 7:00 PM

XIII. Adjournment* *

* indicates action may be needed