

**REORGANIZATION MEETING OF THE  
BOARD OF TRUSTEES OF SAYVILLE LIBRARY  
MONDAY, JULY 12, 2021  
7:00 PM**

**AGENDA**

- I. Meeting called to order and Pledge of Allegiance – Julie Vaccaro, District Clerk
- II. Trustee Oath of Office – Debra Mitchell
- III. Election of Officers 2021-2022
  - A. Office of President
  - B. Office of Vice President
  - C. Office of Secretary
- IV. Appointments/Approvals for 2021 - 2022
  - A. Approval of Library Treasurer, Deputy Treasurer and Internal Auditor (Exhibit A)
  - B. Library Treasurer Oath of Office (Deputy Treasurer Oath of Office to be done at later date)
  - C. Appointment of Deputy Secretary
  - D. Approval of Legal Counsel (Exhibit B)
  - E. Approval of Accountant/Auditor (Exhibit C)
  - F. Approval of Insurance Agent (Exhibit D)
  - G. Approval of Newspapers of Record – *Suffolk County News & Newsday* (Exhibit E)
- V. Designation of Standing Committees:
  - A. Budget & Finance (formerly Halliday & Kieffer)
  - B. Services & Programs (formerly Loughren & Kieffer)
  - C. Personnel (formerly Loughren & Mitchell)
  - D. Policies and Bylaws (formerly Mitchell & Halliday)
- VIII. Approval of Circulation Policies and Fines and Fees (Exhibit F)
- IX. Approval - Designation of Depository Accounts (Exhibit G)
- X. Approval – Designation of checking account signatories (Exhibit H)
- XII. Approval of the Time and Place of Regular Board Meetings (Exhibit I)
- XIII. Approval of Calendar of Holidays & Closed Days (Exhibit J)
- XIV. Review of Financial Policies
- XV. Review of Open Meetings Law

- XVI. Review of the By-Laws of the Sayville Library Board of Trustees
- XVII. Review of Sayville Library Code of Ethics Policy
- XVIII. Review of Sayville Library Procurement Policy
- XIX. Review of Sayville Library Health Emergency Plan
- XX. Assign Board Members to review Payroll Warrants (Exhibit K)
- XXI. Conflict of Interest – Affirmation of Compliance
- XXII. Adjourn