

**REORGANIZATION MEETING OF THE
BOARD OF TRUSTEES OF SAYVILLE LIBRARY
MONDAY, JULY 10, 2023
7:00 PM**

AGENDA

- I. Meeting called to order and Pledge of Allegiance – Kevin Seaman, Library Attorney
- II. Trustee Oath of Office – Marianne Bastian (*to be done at a later date*)
- III. Election of Officers 2023-2024
 - A. Office of President
 - B. Office of Vice President
 - C. Office of Secretary
- IV. Appointments/Approvals for 2023-2024
 - A. Approval of Library Treasurer, Deputy Treasurer and Internal Auditor (Exhibit A)
 - B. Library Treasurer Oath of Office
 - C. Deputy Treasurer Oath of Office (*to be done at later date*)
 - D. Appointment of Deputy Secretary
 - E. Approval of Legal Counsel (Exhibit B)
 - F. Approval of Accountant/Auditor (Exhibit C)
 - G. Approval of Insurance Agent (Exhibit D)
 - G. Approval of Newspapers of Record – *Suffolk County News* (Exhibit E)
- V. Designation of Standing Committees:
 - A. Budget & Finance (formerly Bastian & Halliday)
 - B. Services & Programs (formerly Kieffer & Mitchell)
 - C. Personnel (formerly Kieffer & Mitchell)
 - D. Policies and Bylaws (formerly Bastian & 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. Assign Board Members to review Payroll Warrants (Exhibit K)
- XV. Review of Financial Policies

- XVI. Review of Open Meetings Law
- XVII. Review of the By-Laws of the Sayville Library Board of Trustees
- XVIII. Review of Sayville Library Code of Ethics Policy
- XIX. Review of Sayville Library Procurement Policy
- XX. Review of Sayville Library Health Emergency Plan
- XXI. Conflict of Interest – Affirmation of Compliance
- XXII. Adjourn