

**Meeting of the Sayville Library Board of Trustees**  
**Monday, May 13 2024, 7:00 PM**  
**Agenda**

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- I. Convening
  - A. Call to Order
  - B. Pledge of Allegiance
  
- II. Reading and Acceptance of the Minutes & Agenda
  - A. The minutes of the March 11, 2024 Regular Board Meeting\*
  - B. Corrections or amendments to the Agenda\*
  
- III. Financial Matters
  - A. Examination and approval of the April 1 - 8, 2024 authorization\*
  - B. Examination and approval of the March 12-31, 2024 **Prepaid** authorization list\*
  - C. Examination and approval of the April 1 - 8, 2024 **Capital Fund** authorization\*
  - D. Examination and approval of the May 1 - 13, 2024 authorization\*
  - E. Examination and approval of the April 9-30, 2024 **Prepaid** authorization list\*
  - F. Examination and approval of the May 1 - 13, 2024 **Capital Fund** authorization\*
  - G. Examination and approval of the March & April 2024 Payroll Warrant\*
  - H. Review of the District Treasurer's Monthly Reports (Schedule of Appropriations) for the period ending April 30, 2024
  
- IV. Opportunity for Public Expression
  
- V. Committee Reports
  - A. Budget & Finance                      Bastian & Loughren
  - B. Services & Programs                      Kieffer & Mitchell
  - C. Personnel                                      Kieffer & Mitchell
  - D. By-Laws & Policies                      Bastian & Loughren
  
- VI. Administration Reports
  - A. Director's Monthly Report
  - B. Statistics and circulation figures for March & April 2024
  - C. Head of Patron Services Report
  - D. Personnel Report \*
  - E. Assistant Director's Monthly Report

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- F. Buildings & Grounds Report
  
- VII. Unfinished Business
  - A. Resolution approving the HVAC Modifications & PV Solar Upgrade and declaring the SEQRA process has been completed \*
  
- VIII. New Business
  - A. Resolution of Commendation – Linda Halliday \*
  - B. Adoption of Paid Family Leave (PFL) Supplement Policy \*
  - C. Records Destruction Authorization \*
  - D. Pages Policy Updates \*
  - E. Circulation Policy Update \*
  - F. Equitable Financial Services \*
  - G. Designation of Checking Account Signatory \*
  
- IX. Correspondence
  - A. SVIS Annual Beach Party Invitation
  
- X. Exhibits, Miscellaneous Library Information
  
- XI. Executive Session \*
  
- XII. Announcements
  - A. The next regular meeting will take place at 7:00 PM  
Monday, June 10, 2024
  
- XIII. Adjournment\*

\* indicates action may be needed