

**REORGANIZATION MEETING OF THE  
BOARD OF TRUSTEES OF SAYVILLE LIBRARY  
MONDAY, JULY 8, 2024  
7:00 PM**

**AGENDA**

- I. Meeting called to order and Pledge of Allegiance – Julie Vaccaro, District Clerk
- II. Trustee Election – Claudia Carpenter (to complete vacated trustee term)\*
- III. Trustees Oath of Office
  - A. Louisa Kieffer
  - B. Claudia Carpenter
- IV. Election of Officers 2024 – 2025 \*
  - A. Office of President
  - B. Office of Vice President
  - C. Office of Secretary
- V. Appointments/Approvals for 2024 – 2025
  - 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)\*
  - H. Approval of Newspapers of Record – *Suffolk County News* (Exhibit E)\*
- VI. Approval of Circulation Policies and Fines and Fees (Exhibit F)\*
- VII. Approval – Designation of Depository Accounts (Exhibit G)\*
- VIII. Approval – Designation of checking account signatories (Exhibit H)\*
- IX. Approval of the Time and Place of Regular Board Meetings (Exhibit I)\*
- X. Approval of Calendar of Holidays & Closed Days (Exhibit J)\*
- XI. Assign Board Members to review Payroll Warrants (Exhibit K)

- XII. Review of Financial Policies
  - A. Amendment to the Credit Card policy\*
  - B. Amendment to the Financial – Operations & Internal Controls Policy\*
  - C. Amendment to the Financial Policy\*
  - D. Amendment to the Petty Cash Policy\*
  - E. Funds & Minimum Balances
  - F. Investments
  - G. Procurement
  - H. Records Retention
- XIII. Review of NYS Open Meetings Law
- XIV. Review of the By-Laws of the Sayville Library Board of Trustees
- XV. Review of Sayville Library Code of Ethics Policy
- XVI. Review of Sayville Library Health Emergency Plan
- XVII. Conflict of Interest – Affirmation of Compliance
- XVIII. Adjourn