

**REORGANIZATION MEETING OF THE
BOARD OF TRUSTEES OF SAYVILLE LIBRARY
MONDAY, JULY 14, 2025
7:00 PM**

AGENDA

- I. Meeting called to order and Pledge of Allegiance – Julie Vaccaro, District Clerk
- II. Trustees Oath of Office – Claudia Carpenter
- III. Election of Officers 2025– 2026 *
 - A. Office of President
 - B. Office of Vice President
 - C. Office of Secretary
- IV. Appointments/Approvals for 2025 – 2026
 - A. Approval of Library Treasurer, Deputy Treasurer (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. Appointment of Budget & Personnel Committee*
 - F. Approval of Legal Counsel (Exhibit B)*
 - G. Approval of Accountant/Auditor (Exhibit C)*
 - H. Approval of Insurance Agent (Exhibit D)*
 - I. Approval of Newspapers of Record – *Suffolk County News* (Exhibit E)*
- V. Amendment of Circulation Policies and Fines and Fees (Exhibit F)*
- VI. Approval – Designation of Depository Accounts (Exhibit G)*
- VII. Approval – Designation of checking account signatories (Exhibit H)*
- VIII. Approval of the Time and Place of Regular Board Meetings (Exhibit I)*
- IX. Approval of Calendar of Holidays & Closed Days (Exhibit J)*
- X. Assign Board Members to review Payroll Warrants (Exhibit K)
- XI. Review of Financial Policies
 - A. Credit Card
 - B. Financial – Operations & Internal Controls Policy
 - C. Financial Policy

- D. Petty Cash
- E. Funds & Minimum Balances
- F. Amendment to Investments*
- G. Procurement
- H. Records Retention

- XII. Review of NYS Open Meetings Law
- XIII. Review of the By-Laws of the Sayville Library Board of Trustees
- XIV. Review of Sayville Library Code of Ethics Policy
- XV. Review of Sayville Library Health Emergency Plan
- XVI. Conflict of Interest – Affirmation of Compliance
- XVII. Adjourn