

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JULY 16, 2024

A G E N D A

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF MINUTES
- D. CORRESPONDENCE
- E. DIRECTOR'S REPORT
 - 1. DIRECTOR'S REPORT
 - 2. PERSONNEL REPORT
 - 3. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 06/20/2024 & 07/03/2024
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. POLICY REVISION – HARASSMENT PREVENTION POLICY
 - 2. PERSONNEL CHANGES
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

As board agendas and meeting notices are generally set one week in advance, the board may announce new business or change posted items, as warranted by circumstances and the best interests of the library.

COMSEWOGUE PUBLIC LIBRARY
ORGANIZATIONAL MEETING
JULY 16, 2024

A G E N D A

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. OATH OF OFFICE
- D. NOMINATION OF OFFICERS
 - 1. PRESIDENT
 - 2. VICE PRESIDENT
 - 3. SECRETARY
 - 4. FISCAL OFFICER
- E. ELECTION OF OFFICERS
- F. LEGAL ADVISOR APPOINTMENT
- G. LIBRARY DISTRICT TREASURER APPOINTMENT
- H. LIBRARY INDEPENDENT EXTERNAL AUDITOR APPOINTMENT
- I. INSURANCE AGENT APPOINTMENT
- J. OFFICIAL NEWSPAPER DESIGNATION
- K. RECORDS ACCESS/MANAGEMENT OFFICER APPOINTMENT
- L. SEXUAL HARASSMENT PREVENTION COMPLIANCE OFFICER APPOINTMENT
- M. TIME AND PLACE OF REGULAR BOARD MEETINGS
- N. DESIGNATION OF DEPOSITORY ACCOUNTS
- O. POSTAGE DEPOSIT ACCOUNTS
 - 1. BULK MAILING - \$3,500
 - 2. POSTAGE METER- \$700
- P. PETTY CASH FUNDS
 - 1. CASH REGISTER FUND - \$210
 - 2. PETTY CASH FUND - \$150
 - 3. COPIER/PRINTER FUND - \$150
 - 4. CASH ON HAND FUND - \$350

Q. SIGNATORIES FOR SAVINGS AND CHECKING ACCOUNTS

R. REVIEW/REAFFIRMATION

1. DEFENSE AND INDEMNIFICATION OF OFFICERS AND EMPLOYEES POLICY
2. CODE OF ETHICS
3. OPEN MEETING LAW STATEMENT
4. FREEDOM OF INFORMATION POLICY
5. BY-LAWS
6. PROCUREMENT POLICY
7. WORKPLACE VIOLENCE POLICY
8. EMPLOYEE RECRUITMENT STATEMENT

S. OTHER

1. PAYMENT OF CLAIMS IN ADVANCE OF AUDIT
2. AUTHORIZATION OF FACSIMILE SIGNATURE FOR PAYROLL CHECKS
3. MILEAGE REIMBURSEMENT RATE

T. ADJOURNMENT