

COMSEWOGUE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
JULY 20, 2021

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 – 6/24/2021 & 7/8/2021
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
  - 1. BOILER REPLACEMENT PROJECT
    - A. SEQRA RESOLUTION
    - B. AUTHORIZATION FOR USE OF FUNDS
  - 2. OTHER
- L. NEW BUSINESS
  - 1. LIBRARY CHARTER AMENDMENT
  - 2. HOLIDAY POLICY
  - 3. PROPOSED REVISION – TELECOMMUTING POLICY
  - 4. PERSONNEL CHANGES
  - 5. DATES OF UPCOMING REGULAR BOARD MEETINGS
  - 6. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

COMSEWOGUE PUBLIC LIBRARY  
ORGANIZATIONAL MEETING  
JULY 20, 2021

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 - \$3,100
  - 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

S. OTHER

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

T. ADJOURNMENT