AGENDA FOR BOARD OF TRUSTEES’ REORGANIZATION MEETING
JULY 21, 2021

1) Call to Order – 6:00 PM – Meeting Rooms C&D

PUBLIC PARTICIPATION

OATH OF OFFICE - newly elected Trustee and Treasurer

REORGANIZATION OF BOARD:

a. Election of Chairperson; Vice Chairperson

<table>
<thead>
<tr>
<th>Members of the Board</th>
<th>Term Expires</th>
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<tbody>
<tr>
<td>Stefanie Nelkens</td>
<td>2022</td>
</tr>
<tr>
<td>Michael Polansky</td>
<td>2023</td>
</tr>
<tr>
<td>Rhoda Orenstein</td>
<td>2024</td>
</tr>
<tr>
<td>Marilyn Leibowitz</td>
<td>2025</td>
</tr>
<tr>
<td>Victor Fischer</td>
<td>2026</td>
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b. Appointment of Officers:

<table>
<thead>
<tr>
<th>Position</th>
<th>Firm</th>
<th>Address</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>External Auditor</td>
<td>Baldessari &amp; Coster LLP</td>
<td>84 Covert Avenue</td>
<td></td>
</tr>
<tr>
<td>(Annual Fee $10,450)</td>
<td></td>
<td>Stewart Manor, NY 11530</td>
<td></td>
</tr>
<tr>
<td>Labor Counsel</td>
<td>Jaspan Schlesinger LLP</td>
<td>300 Garden City Plaza</td>
<td></td>
</tr>
<tr>
<td>(Annual Retainer $7,000)</td>
<td></td>
<td>Garden City, NY 11530-3324</td>
<td></td>
</tr>
<tr>
<td>General Counsel</td>
<td>Bee Ready Fishbein Hatter &amp; Donovan</td>
<td>170 Old Country Road</td>
<td></td>
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<tr>
<td>(Annual Retainer $6,000)</td>
<td></td>
<td>Mineola, NY 11501</td>
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-over-
c. Adoption of Standing Resolutions:

1. Mileage allowance will be adjusted periodically, according to IRS guidelines.

2. Authorize the Director to approve the attendance of employees at conferences, courses, and meetings, in accordance with General Municipal Law §77.

3. Designate JP Morgan Chase Bank (Old Country Road- Morton Village) as the depository for Library funds.

4. Establish Petty Cash Fund at $430 and authorize the transfer of funds on a monthly basis to replenish the Petty Cash Fund.

5. Authorize the Director to sign Purchase Orders and to designate the managers of the Business Office, Community Services and Family Center Departments to sign Purchase Orders.

6. Authorize the Director & Treasurer to co-sign general disbursement and salary checks.

7. Designate Newsday and Plainview Old Bethpage Herald as official newspapers for the purpose of advertisements required by law.

8. Authorize the Director to sign contracts with vendors or suppliers for goods and services amounting to less than $20,000.

9. Authorize the Director to open and record all bids received in response to tenders submitted in accordance with the procedures required by General Municipal Law §103.

-over-
10. Authorize the Director, subject to post-audit approval by the Board, to pay prior to regular Board meetings, any bills which, if payment were delayed until such meetings, would subject the Library to finance charges or late payments penalties.

11. Authorize the Director to be in charge of the Library’s credit card to be used only for Library business-related expenditures.

12. Authorize the continuation of payment to the Nassau County Auxiliary Police for annual service in the amount of $1800.00.

13. Code of Ethics, Policy on Conflict of Interests annual signatures required.

14. Annual approval of the Bylaws of the Board of Trustees.

15. Authorize the Treasurer to approve the payroll as recommended by the external auditor.

2) a. Minutes of Board of Trustees’ Meeting June 16, 2021 – motion
   b. Minutes of Board of Trustees’ Special Meeting 6/30/21 – motion
   c. Minutes of Board of Trustees’ Special Meeting 7/9/21-motion

3) a. Statement of Receipts and Disbursements Report, June
   b. Business Office Quarterly
   c. Payroll review and approval 6/24/21; 7/08/21

4) a. Cash Disbursements Summary (6/11/21 – 6/30/21) from the operating account voucher #73921 thru #73981; from the T&A account voucher #5895 thru #5900 & from the capital improvement account voucher #54 in the amount of $167,225.03 - motion
   b. Cash Disbursements Summary (7/01/21 - 7/14/21) from the operating account voucher # 73982 thru #74025 & from the T&A account voucher #5901 thru #5904 in the amount of $194,369.36-motion

5) Director’s Report -over-
6) Monthly Reports  
   a. Circulation Statistical  
   b. Departmental Reports  
      1. Community Service Report  
         a. Information & Referral Service Report  
      2. Family Center Report  
         a. Program Report  
      3. Reference Department Report  
      5. Technology Department Report  

7) UNFINISHED BUSINESS  

8) NEW BUSINESS  
   a. Personnel and Salary Changes – none  
   b. Inventory Removal – none  
   c. Transfer from Unallocated Fund – none  
   d. Non-Bargaining unit salary increase (2% +$1) effective 7/1/2021 - motion  
   e. Review and Approval of Library Construction Grant Application for Elevator Replacement  
   f. Approval of Resource Sharing Code  

9) CORRESPONDENCE FROM COMMUNITY  

10) OTHER BUSINESS  

11) PUBLIC PARTICIPATION  

12) ADJOURNMENT  

   EXECUTIVE SESSION  

13) RETURN TO OPEN SESSION  

14) ADJOURNMENT