

AGENDA
CONNETQUOT PUBLIC LIBRARY
REORGANIZATION & REGULAR MEETING OF THE
BOARD OF TRUSTEES

July 18, 2023
6:00 pm

760 Ocean Avenue
Bohemia, NY 11716

- I. Call to Order for the Reorganization Meeting**
- II. Roll Call**
- III. Oath of Office for Newly Elected Trustee**
 - a. The oath was administered to Mrs. Roman for the term covering July 1, 2023 – June 30, 2028 on June 23, 2023.
- IV. Nominations and Elections of Officers**
 - a. Motion is needed to nominate and appoint the President, Vice President and Secretary Treasurer for 2023-24.
- V. Appointment of Treasurer and Deputy Treasurer**
 - a. Motion is needed to appoint Mrs. Janet Kowal as Treasurer, and Mrs. Melissa Greek as Deputy Treasurer for 2023-24.
- VI. Appointment of Library Director as Officer**
 - a. Motion is needed to appoint Kimberly DeCristofaro as Executive Director for 2023-24 at salary.
- VII. Appointment of Legal Firm**
 - a. Motion is needed to appoint the legal firm of *Quatela Chimeri, PLLC*, with Andrew Martingale, Esq. as Library Attorney for 2023-24.
- VIII. Appointment of Accounting Firm**
 - a. Motion is needed to appoint *Bayside CPA* with Toni Wu, CPA as library accountant as per engagement letter for 2023-24.
- IX. Affirmation of Financial Management Policy (900-10)**
 - a. Motion is needed to affirm *Financial Management Policy (900-10)*.
- X. Affirmation of Procurement Policy (900-50)**
 - a. Motion is needed to affirm *Procurement Policy (900-50)*.
- XI. Affirmation of Investment Policy (900-30)**
 - a. Motion is needed to affirm *Investment Policy (900-30)*.
- XII. Establishment of Bank Depositories and Funds as Necessary**

- a. Motion is needed to establish *M&T Bank* for a maximum amount of \$4,000,000 and *TD Bank* for a maximum amount of \$1,000,000 with the Treasurer and Deputy Treasurer as signatories for 2023–24.

XIII. Selection of Newspapers to be Utilized for Public Notices

- a. Motion is needed to select the *Islip Messenger* and the *Suffolk County News* as the newspapers to be utilized for public notices for 2023-24.

XIV. Establishment of Regular Meetings of the Board of Trustees for the 2023-2024 Fiscal Year

- a. Motion is needed to approve the dates for the Regular Meetings of the Board of Trustees for 2023-24.

XV. Adjournment of Reorganization Meeting

XVI. Call to Order for Regular Meeting

XVII. Disposition of Minutes

XVIII. Financial Reports

XIX. Schedule of Claims

XX. Report of the Library Director and Committee Reports

- a. Review the 2024 closing dates
- b. Motion needed to accept a quote from *Parkline Asphalt Maintenance, Inc.* to repair, sealcoat and repaint the pavement markings for \$24,808.
- c. *Suffolk County Industrial Development Agency* issued the library a second payment in lieu of taxes (PILOT) for \$29,148.52 for a total of \$63,599.41 for this fiscal year.
- d. Motion is needed to approve the following budget line adjustments:

ID	Account Description	Budget	(From)/To	Adjusted Budget
410A	Books – Adult	104,000.00	(22,000.00)	82,000.00
410B	Books – Children	50,000.00	(10,000.00)	40,000.00
410C3A	Software Service	36,000.00	22,000.00	58,000.00
410C3C	Software Support	13,000.00	5,500.00	18,500.00
430A	Supplies – General	20,000.00	11,500.00	31,500.00
433	Service – Postage	14,000.00	2,500.00	16,500.00
434	Service – Printing	37,000.00	7,500.00	44,500.00
439A	Equipment Lease – Office	*10,000.00	5,700.00	15,700.00
450C	Utilities – Natural Gas	24,500.00	4,000.00	28,500.00
452A	Building Repairs – Electrical	10,000.00	(4,000.00)	6,000.00
452D	Building Repairs - Other	45,000.00	(18,000.00)	27,000.00

454B	Building Insurance	54,000.00	7,000.00	61,000.00
469A	Building Contracts – Trash	7,000.00	3,000.00	10,000.00
469F	Building Contracts – Cleaning	35,000.00	(21,500.00)	13,500.00
469I	Professional – Payroll	25,000.00	3,000.00	28,000.00
74101B	Salaries Professional – P/T	361,000.00	(56,700.00)	304,300.00
74101C	Salaries Clerical – F/T	435,000.00	(47,000.00)	388,000.00
74101D	Salaries Clerical – P/T	221,000.00	(29,000.00)	192,000.00
74101G	Salaries Custodial – F/T	201,000.00	45,000.00	246,000.00
74102A	Equipment – Computer	40,000.00	18,000.00	58,000.00
900A	Events/Class – Adult	117,000.00	33,000.00	150,000.00
900AD	Events/Class - Discount Tickets	15,000.00	17,500.00	32,500.00
900AM	Events/Class – Passes/Tickets	11,000.00	6,000.00	17,000.00
900AS	Events/Class – Adult Supplies	13,000.00	8,500.00	21,500.00
900B	Events/Class – Childrens	70,000.00	27,000.00	97,000.00
900BS	Events/Class – Child Supplies	25,000.00	27,000.00	52,000.00
90108	Benefits – NYSLRS	430,000.00	(45,500.00)	384,500.00
90608	Benefits – Medical Employer	657,300.00	(4,500.00)	652,800.00
2790608B	Benefits – Medical Rebate	60,000.00	4,500.00	64,500.00
		3,140,800.00		3,140,800.00

*Budget for 439A was originally 28,000.00, \$18,000 was transferred from that account as per approval at the September 8, 2022 Board Meeting.

- e. Motion is needed to approve the following employment appointments, promotions, and/or separations:
 - i. Donna Coane – Appointed as Librarian I (23 hours per week) effective 7/17/2023.
 - ii. Deidra Murray – Resigned as Page (P/T) effective 6/14/2023.

XXI. Communications

- a. Letter from SCLS Board of Trustees regarding Common Vote Dates for 2024 through 2028.

XXII. Old Business

XXIII. New Business

XXIV. Public Comment

XXV. Announcements

- a. The next scheduled Regular Meeting of the Board of Trustees will be Thursday, August 10, 2023 at 6 pm.

XXVI. Adjournment