

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

July 7, 2022
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 will be administered to Mr. Kreuzscher for the term covering July 1, 2022 – June 30, 2027.
- IV. Nominations and Elections of Officers**
 - a. Motion is needed to nominate and appoint the President, Vice President and Secretary Treasurer for 2022-23.
- 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 2022-23.
- VI. Appointment of Library Director as Officer**
 - a. Motion is needed to appoint Kimberly DeCristofaro as Executive Director for 2022-23 at salary.
- VII. Appointment of Legal Firm**
 - a. Motion needed to appoint the legal firm of *Hamburger, Maxon, Yaffe and Martingale* with Andrew Martingale, Esq. as Library Attorney as per engagement letter for 2022-23.
- 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 2022-23.
- 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 *People’s United 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 2022–23.

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 2022-23.

XIV. Establishment of Regular Meetings of the Board of Trustees for the 2022-2023 Fiscal Year

- a. Motion is needed to approve the dates for the Regular Meetings of the Board of Trustees for 2022-23.

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 closing dates for 2023.
- b. Motion is needed to accept the standard mileage rate issued by the IRS effective July 1, 2022 for the use of a car of 62.5 cents per mile driven, an increase from 58.5 cents.
- c. Motion is needed to approve the following budget line adjustments:

ID	Account Description	Budget	(From)/To	Adjusted Budget
410A	Books – Adult	106,000.00	(27,000.00)	79,000.00
410B	Books – Children	50,000.00	(19,000.00)	31,000.00
410C1	Digital – Reference	55,000.00	(8,000.00)	47,000.00
410C3A	Software Service	23,000.00	12,000.00	35,000.00
410C5	Integrated Library System	88,000.00	2,000.00	90,000.00
412E	Audiobooks	15,000.00	(5,000.00)	10,000.00
433	Service – Postage	13,500.00	2,000.00	15,500.00
434	Service – Printing	31,000.00	10,000.00	41,000.00
435B	Travel – Expenses	6,000.00	(5,000.00)	1,000.00
437B	Professional – Attorney	5,000.00	2,000.00	7,000.00
452A	Building Repairs – Electrical	10,000.00	(9,000.00)	1,000.00
452D	Building Repairs – Other	45,000.00	(20,000.00)	25,000.00
452E	Facility Renovations	227,000.00	152,000.00	379,000.00
454B	Building Insurance	53,000.00	3,000.00	56,000.00

469A	Building Contracts – Trash	5,500.00	2,000.00	7,500.00
469I	Professional – Payroll	24,000.00	2,000.00	26,000.00
74101A	Salaries Professional – F/T	1,616,000.00	(20,000.00)	1,596,000.00
74101B	Salaries Professional – P/T	295,000.00	16,000.00	311,000.00
74101C	Salaries Clerical – F/T	480,000.00	(50,000.00)	430,000.00
74101D	Salaries Clerical – P/T	255,000.00	(50,000.00)	205,000.00
74101F	Salaries Page – P/T	145,000.00	(12,000.00)	133,000.00
74101G	Salaries Custodial – F/T	185,000.00	5,000.00	190,000.00
74101H	Salaries Custodial – P/T	70,000.00	(12,000.00)	58,000.00
74102A	Equipment – Computer	40,000.00	15,000.00	55,000.00
74102B	Furniture	20,000.00	(5,000.00)	15,000.00
900A	Events/Class – Adult	117,000.00	20,000.00	137,000.00
900AD	Events/Class - Discount Tickets	15,000.00	8,000.00	23,000.00
900AS	Events/Class – Adult Supplies	10,000.00	8,000.00	18,000.00
900BS	Events/Class – Child Supplies	25,000.00	14,000.00	39,000.00
90308	Benefits – FICA	240,000.00	(8,000.00)	232,000.00
90560	Benefits – PFL	8,000.00	6,000.00	14,000.00
90608	Benefits – Medical Employer	625,000.00	(42,000.00)	583,000.00
90608A	Benefits – Medicare	68,000.00	6,000.00	74,000.00
90608B	Benefits – Medical Rebate	47,000.00	7,000.00	54,000.00
		5,018,000.00		5,018,000.00

d. Motion is needed to approve the following employment appointments, promotions, and/or separations:

i. Nicole Parisi – Promoted to Librarian III (F/T) effective 7/9/2022

XXI. Communications

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 11, 2022 at 6 pm.

XXVI. Adjournment