

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

**July 18, 2024**  
**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. Furfaro on June 11, 2024, for the term covering July 1, 2024 – June 30, 2029
- IV. Nominations and Elections of Officers**
  - a. Motion is needed to nominate and appoint the President, Vice President and Secretary Treasurer for 2024-25.
- 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 2024-25.
- VI. Appointment of Library Director as Officer**
  - a. Motion is needed to appoint Kimberly DeCristofaro as Executive Director for 2024-25 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 2024-25 as per annual retainer dated June 26, 2024.
- 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 2024-25.
- 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. Approval of Revised Investment Policy (900-30)**
  - a. Motion is needed to approve the revised *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 \$4,500,000 and *TD Bank* for a maximum amount of \$1,000,000 with the Treasurer and Deputy Treasurer as signatories for 2024–25.

**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 2024-25.

**XIV. Establishment of Regular Meetings of the Board of Trustees for the 2024-25 Fiscal Year**

- a. Motion is needed to approve the dates for the Regular Meetings of the Board of Trustees for 2024-25.

**XV. Adjournment of Reorganization Meeting**

**XVI. Call to Order for Regular Meeting**

**XVII. Disposition of Minutes**

**XVIII. Financial Reports**

**XIX. Schedule of Claims**

**XX. Trustee Appointment**

- a. Motion is needed to appoint Mrs. Catherine J. Poissant to fill the position on the Board of Trustees left vacant from the resignation of Mrs. Dorothy Roman on June 13, 2024.

**XXI. Report of the Library Director and Committee Reports**

- a. Review the 2025 closing dates.
- b. *Suffolk County Industrial Development Agency* issued the library a second payment in lieu of taxes (PILOT) for \$32,888.77 for a total of \$65,645.25 for this fiscal year.
- c. Motion is needed to approve the following budget line adjustments effective June 30, 2024:

ID	Account Description	Budget	(From)/To	Adjusted Budget
420C	Software Service	36,000.00	20,000.00	56,000.00
420E	Software Support	13,000.00	3,000.00	16,000.00
430A	Supplies – General	25,000.00	4,000.00	29,000.00
452B	Building Repairs – Plumbing	4,000.00	1,500.00	5,500.00
452D	Building Repairs – Other	45,000.00	12,000.00	57,000.00
452E	Facility Renovations	227,000.00	(48,500.00)	178,500.00
469F	Building Contracts – Cleaning	35,000.00	(17,000.00)	18,000.00
469I	Professional – Payroll	25,000.00	2,000.00	27,000.00
469J	Professional – Security	71,000.00	13,000.00	84,000.00
741B	Salaries Professional – P/T	345,000.00	(45,000.00)	300,000.00

741C	Salaries Clerical – F/T	440,000.00	(31,000.00)	409,000.00
741D	Salaries Clerical – P/T	197,000.00	(10,000.00)	187,000.00
741F	Salaries Page – P/T	158,000.00	(20,000.00)	138,000.00
742A	Equipment – Computer	40,000.00	10,000.00	50,000.00
900A	Events/Class – Adult	125,000.00	60,000.00	185,000.00
900B	Events/Class – Childrens	85,000.00	18,000.00	103,000.00
901A	Events/Class – Adult Supplies	20,000.00	10,000.00	30,000.00
901C	Events/Class – Passes/Tickets	13,000.00	5,000.00	18,000.00
901D	Events/Class – Discount Ticket	22,000.00	36,000.00	58,000.00
9108	Benefits – NYSLRS	420,000.00	(30,000.00)	390,000.00
968A	Benefits – Medicare	86,000.00	7,000.00	93,000.00
		<b>2,432,000.00</b>		<b>2,432,000.00</b>

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

i. Donna Coane – Promoted to Librarian I (F/T) effective 6/22/2024.

**XXII. Communications**

**XXIII. Old Business**

**XXIV. New Business**

**XXV. Public Comment**

**XXVI. Announcements**

a. The next scheduled Regular Meeting of the Board of Trustees will be Thursday, August 8, 2024 at 6 pm.

**XXVII. Adjournment**