

**AGENDA
EXECUTIVE SESSION
AND
ANNUAL RE-ORGANIZATION MEETING OF THE BOARD OF TRUSTEES
SHELTER ROCK PUBLIC LIBRARY
WEDNESDAY, JANUARY 11, 2023**

- 1. PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER**
- 3. MOTION TO ENTER EXECUTIVE SESSION FOR THE PURPOSE OF REVIEWING BID DOCUMENTS**
- 4. MOTION TO ADJOURN TO EXECUTIVE SESSION**
- 5. SWEARING-IN OF ELECTED TRUSTEE – Toby Shebiri– SIGN/NOTARIZE OATH OF OFFICE CARD**
- 6. INTRODUCTION OF GUESTS**
- 7. ELECTION OF OFFICERS – NOMINATIONS, VOTE, APPOINTMENTS, RE-APPOINTMENTS AND FEES (AGENDA SUPPLEMENT - MANILA FOLDER)**
- 8. ADOPTION OF 2023 BOARD MEETING CALENDAR (MANILA FOLDER)**
THE SCHEDULE IS BASED ON THE AVAILABILITY OF A QUORUM FOR THE 2ND WEDNESDAY OF THE MONTH (EXCLUDING HOLIDAYS), EXCEPT FOR THOSE MEETINGS THAT ARE SPECIFICALLY STATED IN THE LAW.
- 9. CONFIRMATION OF THE LIBRARY’S 2023 HOLIDAY/CLOSING SCHEDULE (MANILA FOLDER)**
- 10. DESIGNATION OF THE OFFICIAL NEWSPAPERS – NHP ILLUSTRATED NEWS AND ROSLYN NEWS**
- 11. APPOINTMENT OF THE INVESTMENT OFFICER AND THE FINANCIAL CLERK – MARIE DOYLE-PONSOT**
- 12. CONFIRMATION OF AUDITOR – CULLEN & DANOWSKI, LLP – FEE = \$12,600 (NO INCREASE) – ENGAGEMENT LETTER DATED SEPTEMBER 2, 2022 – APPROVED AT THE OCTOBER MEETING.**

13. CONFIRMATION OF ACCOUNTANT (MANILA FOLDER) – RYNKAR, VAIL & BARRETT –

FEE SCHEDULE AS NOTED IN ENGAGEMENT LETTER DATED DECEMBER 27, 2022 (Decrease of Senior Associate's Fee from \$160 to \$145 per hour. All other fees remain the same). LETTER TO BE SIGNED BY BOARD PRESIDENT AND A COPY ATTACHED TO THE JANUARY MINUTES.

14. CONFIRMATION OF THE FIRM OF SPELLMAN GIBBONS POLIZZI TRUNCALE &

TRENTACOSTE, LLP AS GENERAL COUNSEL FEE SCHEDULE NOTED IN ENGAGEMENT LETTER JANUARY 1, 2023 - THROUGH DECEMBER 31, 2023 - \$250 PER HOUR (INCREASE \$10 PER HOUR) – COPY TO BE ATTACHED TO THE JANUARY 2023 MINUTES.

15. APPROVAL OF BOARD PRESIDENT TO CERTIFY PAYROLL – PAYROLL OF FEBRUARY 2, 2023 AND LETTER OF ALL EMPLOYEES AND SALARY RANGES TO BE SUBMITTED FOR BOARD REVIEW ON OR BEFORE THE FEBRUARY BOARD MEETING

16. RE-ESTABLISHMENT OF THE PETTY CASH FUND - \$100

17. RE-ESTABLISHMENT OF THE IMPREST ACCOUNT - \$500

18. CONFIRMATION OF THE DIRECTOR'S APPROVAL LIMIT - \$2,500

19. DESIGNATION OF BANK SIGNATURES FOR CHECK SIGNING – 1. ALL TRUSTEES, TREASURER AND ASSISTANT TREASURER ARE AUTHORIZED 2. TWO SIGNATURES (1 TRUSTEE AND TREASURER OR ASSISTANT TREASURER ARE REQUIRED). WHERE ELECTRONIC SIGNATURES ARE REQUIRED FOR PAYROLL, IT IS RESTRICTED TO THOSE CURRENTLY ON FILE – BOARD PRESIDENT AND TREASURER

20. DESIGNATION OF BANKS – TD BANK

21. AUTHORIZATION FOR CERTAIN PAYMENTS TO BE MADE BETWEEN BOARD MEETINGS AND LISTED ON THE LIST OF BILLS TO BE PAID OF THE FOLLOWING MONTH – CREDIT CARD; UTILITIES; POSTAGE CHECKS; PERFORMER'S FEES; REIMBURSEMENT TO PETTY CASH FUND AND IMPREST ACCOUNT; HEALTH INSURANCE PREMIUMS AND MUSEUM PASS MEMBERSHIPS – AMENDED 5/8/13

22. CONFIRMATION OF OMNI GROUP AS THE THIRD PARTY ADMINISTRATOR OF 403b AND 457 INVESTMENT CONTRIBUTIONS AS PER RENEWED SERVICE AGREEMENT EFFECTIVE JULY 1, 2022 – JUNE 30, 2023

COPIES OF BOARD POLICIES ARE AVAILABLE FOR REVIEW IN THE DIRECTOR'S OFFICE – CONTACT ameluskey@srpl.org FOR INFORMATION

23. CONFIRMATION OF LIBRARY TRUSTEES, OFFICERS & EMPLOYEES CODE OF ETHICS & CONFLICT OF INTEREST POLICY (MAIN BINDER) – ADOPTED 12/13/06, AMENDED & ADOPTED 5/19/11

24. CONFIRMATION OF PROCUREMENT POLICY (MAIN BINDER) – ADOPTED 7/10/02, AMENDED 2/9/11 & ADOPTED 5/19/11

25. CONFIRMATION OF INVESTMENT POLICY (MAIN BINDER) – ADOPTED 7/10/02, AMENDED & ADOPTED 8/13/03, 8/16/12 AND 1/13/16

26. CONFIRMATION OF THE BYLAWS OF THE BOARD OF TRUSTEES (POLICY BINDER) – ADOPTED 8/27/62, AMENDED 2/14/01 AND AMENDED 3/12/03

27. CONFIRMATION OF CAPITALIZATION POLICY (POLICY BINDER) – ADOPTED 5/12/08. AMENDED AND ADOPTED 1/13/16

28. CONFIRMATION OF LIBRARY'S COLLECTIONS - BOOKS AND AUDIOVISUAL MATERIALS POLICY (POLICY BINDER) – ADOPTED MAY 23, 2016, RETROACTIVE TO DECEMBER 31, 2014.

29. CONFIRMATION OF FUND BALANCE POLICY (POLICY BINDER) – ADOPTED 4/12/12. AMENDED AND ADOPTED 2/10/21

30. CONFIRMATION OF CELLULAR PHONE POLICY (POLICY BINDER) – ADOPTED 9/13/06

31. CONFIRMATION OF THE CONFERENCE LEAVE AND PROFESSIONAL ACTIVITIES PARTICIPATION POLICY (POLICY BINDER) – ADOPTED 3/14/07, AMENDED 1/10/18

32. CONFIRMATION OF POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS (POLICY BINDER) – ADOPTED 10/13/04; AMENDED AND ADOPTED FEBRUARY 13, 2019

33. CONFIRMATION OF CREDIT CARD POLICY – (POLICY BINDER) ADOPTED 8/15/06, AMENDED AND ADOPTED 9/6/12, 1/13/16, REAFFIRMED 7/11/18

- 34. CONFIRMATION OF ELIGIBILITY REQUIREMENTS FOR COVERAGE UNDER NYSHIP – (POLICY BINDER)** ADOPTED 4/12/12 AS AMENDED BY EMPLOYEE CONTRACT BEGINNING JANUARY 1, 2015, ADOPTED 1/13/16, AMENDED 1/10/18, AMENDED 5/9/18 **MUST BE AMENDED TO AGREE WITH CURRENT EMPLOYEE CONTRACT(S).**
- 35. CONFIRMATION OF GIFT AND DONATION POLICY (POLICY BINDER) –** ADOPTED 5/10/05, AMENDED AND ADOPTED 8/10/21
- 36. CONFIRMATION OF LIBRARY INTERNET/WIRELESS POLICY (POLICY BINDER) –** ADOPTED 5/13/98, REVISED 4/21/08
- 37. CONFIRMATION OF MEALS AND REFRESHMENTS POLICY (POLICY BINDER) –** ADOPTED 7/12/06; AMENDED AND ADOPTED MAY 21, 2019
- 38. CONFIRMATION OF REQUIRED ID FOR LIBRARY CARD POLICY (POLICY BINDER) –** ADOPTED 2/21/07
- 39. CONFIRMATION OF MAINTENANCE OF PUBLIC ORDER AT LIBRARY FACILITY POLICY (POLICY BINDER) –** ADOPTED 6/11/14
- 40. CONFIRMATION OF LONG RANGE PLAN (POLICY BINDER) –** ADOPTED 7/8/2020
- 41. CONFIRMATION OF UNATTENDED CHILDREN POLICY (POLICY BINDER) –** ADOPTED 4/14/04; AMENDED JUNE 8, 2004
- 42. CONFIRMATION OF THE VEHICLES FOR PERSONAL AND LIBRARY USE AND MILEAGE REIMBURSEMENT POLICY (POLICY BINDER) –** ADOPTED 9/13/06, AMENDED AND ADOPTED 6/9/11 AND 8/16/12, REAFFIRMED 6/13/18
- 43. CONFIRMATION OF THE WORKPLACE VIOLENCE PREVENTION POLICY (POLICY BINDER) –** ADOPTED 11/14/12
- 44. CONFIRMATION OF THE WHISTLEBLOWER POLICY (POLICY BINDER) –** ADOPTED 12/10/14
- 45. CONFIRMATION OF THE NON-DISCRIMINATION AND HARASSMENT POLICY (POLICY BINDER) –** ADOPTED 11/14/18
- 46. CONFIRMATION OF THE RECORDS RETENTION AND DISPOSITION POLICY (POLICY BINDER) –** ADOPTED 9/12/13, REAFFIRMED 9/6/18, REVISED AND ADOPTED 9/3/2020

47. CONFIRMATION OF THE AUTOMATED EXTERNAL DEFIBRILATOR POLICY (**POLICY BINDER**) – ADOPTED OCTOBER 10, 2018; AMENDED APRIL 9, 2019
48. CONFIRMATION OF THE PET/ANIMAL POLICY (**POLICY BINDER**) – ADOPTED APRIL 19, 2019
49. CONFIRMATION OF THE OPEN MEETING POLICY (**POLICY BINDER**) – ADOPTED 3/10/21
50. CONFIRMATION OF THE TUTOR POLICY (**POLICY BINDER**) – ADOPTED 10/13/21
51. CONFIRMATION OF THE COLLECTION DEVELOPMENT POLICY (**POLICY BINDER**) – ADOPTED 10/13/21
52. CONFIRMATION OF THE COMMUNITY ROOM POLICY/ FORM (**POLICY BINDER**) REVISED 7/2022
53. CONFIRMATION OF THE PETTY CASH POLICY (**POLICY BINDER**) – ADOPTED 11/9/21
54. APPROVAL OF MINUTES OF JULY 13, 2022, AND MINUTES OF DECEMBER 14, 2022
55. APPROVAL OF DECEMBER 2022 BILLS TO BE PAID JANUARY 2023 – GENERAL FUND
56. APPROVAL OF JANUARY 2023 BILLS TO BE PAID JANUARY 2023 – GENERAL FUND
57. APPROVAL OF DECEMBER 2022 BILLS TO BE PAID JANUARY 2023 – CAPITAL FUND
58. ACCEPTANCE OF FINANCIAL REPORT – DECEMBER 2022 – GENERAL FUND
59. APPROVAL OF BANK RECONCILIATIONS – NOVEMBER 2022
60. DIRECTOR'S REPORT ([Manila Folder](#))
61. COMMITTEE REPORTS
62. PERIOD OF PUBLIC EXPRESSION
63. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL AND/OR VENDOR CONTRACT MATTERS
64. ADJOURNMENT

NEXT BOARD MEETING:

WEDNESDAY, FEBRUARY 8, 2023 AT 7:30 PM IN THE LIBRARY'S COMMUNITY ROOM