

July 10 2023

BOARD OF TRUSTEES REORGANIZATION MEETING

Agenda for Fiscal Year 2024 Reorganization

FY 2024 – July 1, 2023 thru June 30, 2024

- I. Call to Order by President Mary Ellen Guarini
- II. Roll Call
- III. Pledge of Allegiance
- IV. Oath of Office
- ~~V. Trustee Code of Conduct and Ethics Policies~~
- VI. Nomination & Election of Officers for FY 2024 P. 3-4
 - a. President of the Board of Trustees (Vote Needed)
 - i. *The meeting will be turned over to the new President*
 - b. Vice President of the Board of Trustees (Vote Needed)
 - c. Secretary of the Board of Trustees (Vote Needed)
- VII. Reorganization for FY 2024 (Vote Needed)
 - a. Designation of the third Monday of every month at 7 PM for regularly scheduled meetings of the Board, subject to change for holidays and other conflicts
 - b. Authorization for two trustees (rotating each month) to review monthly bills
 - c. Appointment of Brian Cleary as Library Treasurer
 - d. Appointment of Andrew K. Martingale of Quatela Chimeri as Library Attorney
 - e. Appointment of RS Abrams as external auditor
 - f. Designation of Jill Lessard as Secretary to the Board and Records Management Officer
 - g. Designation of First National Bank of Long Island and Capital One as the Library's banks
 - h. Designation of Long Beach Herald as the Library's Official Newspaper
 - i. Designation of the Long Beach Civil Service Commission as the Payroll Certifying Officer
 - j. Designation of Library Treasurer as Investment Officer
 - k. Designation of Salerno Insurance as Insurance Broker
 - l. Designation of Utica Insurance Company as the Library's worker's compensation administrator
 - m. Designation of Preferred Group Plan as the Library's Administrator for flexible benefits
 - n. Designation of OMNI as the Library's administrator for employees' 403B plan
 - o. Designation of Tara Lannen-Stanton as the Nassau Library System voting representative
 - p. Designation of Tara Lannen-Stanton, Jakea Williamson, Jill Lessard, and Russell Stein as the Library employees responsible for purchasing
 - q. Authorization of all Trustees and the Library Treasurer as signatories for financial transactions.
 - r. Authorization of the following payments in advance of the monthly claims' audits
 - i. Utilities, lease payments, postage, freight and express charges
 - ii. Payroll and bills associated with payroll
 - s. Establishment of petty cash fund P. 5
 - i. \$240 total
 - 1. \$200 – Main Library

Monday July 10, 2023
BOARD OF TRUSTEES REORGANIZATION MEETING
Agenda for Fiscal Year 2024 Reorganization
FY 2024 – July 1, 2023 thru June 30, 2024

- 2. \$20 – Point Lookout Branch
 - 3. \$20 – West End Branch
 - t. Re-adoption of Policies in effect as of June 30, 2023 **P.6-7**
- VIII. Adjournment of FY 2024 Reorganization Meeting (Vote Needed)

The July 10, 2023 Regular Board meeting will be called to order immediately following adjournment of the FY 2024 reorganization meeting.

Reorganization Summary		
Nomination & Election of Board President		
Nomination & Election of Board Vice President		
Nomination & Election of Board Secretary		
Monthly Meeting Schedule		
Date	Time	Purpose
Monday, September 18, 2023	7:00 PM	Regular meeting
Monday, October 16, 2023	7:00 PM	Regular meeting
Monday, November 27, 2023	7:00 PM	Regular meeting
Monday, December 18, 2023	Only if needed	Regular meeting
Monday, January 22, 2024	2:00 PM	Regular meeting
Monday, February 26, 2024	2:00 PM	Preliminary FY 2024 Budget
Monday, March 18, 2024	7:00 PM	Board Approval of FY 2024 Budget
Monday, April 15, 2024	7:00 PM	Regular meeting
Monday, May 20, 2024	7:00 PM	Regular meeting
Monday, June 17, 2024	7:00 PM	Regular meeting
Monday, July 15, 2024	7:00 PM	Annual reorganization
Monthly Board Claims Audit		
Date	Assigned Trustee 1	Assigned Trustee 2
Monday July 10, 2023	Gemma	Mary Ellen
Tuesday, September 12, 2023	Sam	Robin
Tuesday, October 10, 2023	Anita	Mary Ellen
Tuesday, November 21, 2023	Sam	Gemma
Tuesday, January 16, 2024	Mary Ellen	Robin
Tuesday, February 20, 2024	Anita	Sam
Tuesday, March 12, 2024	Gemma	Anita
Tuesday, April 9, 2024	Robin	Gemma
Tuesday, May 14, 2024	Sam	Robin
Tuesday, June 11, 2024	Mary Ellen	Robin
Monday July 15, 2024	Anita	Sam

Appointment of Board Professionals		
Type	Name	Cost
Library Treasurer	Brian Cleary	\$125/hour
Legal Counsel	Andrew Martingale, Quatela Chimeri	\$250/hour
Auditor	RS Abrams	\$14,000 annually
Designations		
Type	Name	Purpose
Secretary to the Board	Jill Lessard	Board meeting minutes
Records Management Officer	Jill Lessard	Board and Library records
Bank	First National Bank of Long Island	Operating and reserves
Bank	Capital One	Daily deposits
Newspaper	Long Beach Herald	Legal notices
Payroll Certifying Officer	Long Beach Civil Service Commission	Certification of payroll

July 10, 2023		
Investment Officer	Library Treasurer	Guidance, recommendations and oversight of investments in consultation with Library Director
Insurance	Salerno Brokerage Corp.	General, public officials, flood insurance
Third Party Administrator	Utica Insurance Company	Worker's Compensation
Third Party Administrator	Preferred Group Plan	Flexible benefits plans
Third Party Administrator	OMNI	403B plans for employees
Nassau Library System	Tara Lannen-Stanton	Voting Representative
Procurement	Tara Lannen-Stanton	Employee responsible for purchasing
Procurement	Jakea Williamson	Employee responsible for purchasing
Procurement	Jill Lessard	Employee responsible for purchasing
Procurement	Russell Stein	Employee responsible for purchasing

<i>Authorization of all Trustees and the Library Treasurer as signatories for financial transactions</i>		
<i>Authorization of payments in advance of the monthly claims' audits</i>		
Utilities, lease payments, postage, freight and express charges		
Payroll and bills associated with payroll		
<i>Establishment of petty cash fund of \$240</i>		
\$200 for Main Library		
\$20 for Point Lookout		
\$20 for West End		
<i>Readoption of policies in effect as of June 30, 2022</i>		

Petty Cash Policy

The purpose of this petty cash policy is to allow for the reimbursement of minor or emergency business expenses in an efficient and cost-effective manner. The use of petty cash funds for minor or emergency expenses should be limited to reimbursement to staff for small expenses when it is impractical to be billed or issue purchase orders. The custodian of the Petty Cash Fund(s), which total two hundred and forty dollars (\$240), of which two hundred dollars (\$200.00) is for Main, and twenty dollars (\$20.00) each for Point Lookout and West End), is the Library's Administrative Assistant.

MAIN: The maximum amount of any single petty cash transaction shall not exceed seventy-five dollars (\$75.00). Such transactions shall be used for Program materials such as cooking supplies; library materials like books, CDs, films, newspapers and recorded books, minor building, cleaning and office supplies, postage, program supplies, deliveries and other miscellaneous items. For all such purchases, a receipt, which clearly identifies the expenditure and the Library purpose, should be obtained. The receipt shall be attached to the petty cash voucher.

POINT LOOKOUT AND WEST: The maximum amount of any single petty cash transaction shall not exceed ten dollars (\$10.00). The purpose of this fund is to make change, if necessary, for patrons paying fines or making copies; any funds collected will be kept and tracked separately.

Adopted: September, 2013

Revision: August, 2014 (Raised Petty Cash Account from \$100 to \$200)

Revision: June 2018 (Raised transaction limit from \$25 to \$50)

Revision: August 2019 (Raised Main "per transaction" fee from \$50 to \$75; established funds for Point Lookout and West End). App'd 8/5/2019

Policies in Effect as of June 30, 2023

Type of Policy	Policy Name	Adopted/Approved	Most Recent Update	Review Approximately Every...	FY 2024 Review Schedule	FY 2024 Date Updated	FY 2024 Date Rescinded
Administration	Continuing Education	9/1993		Five years	05/2024		
Administration	Health Benefits in Retirement	5/2015		Five years	05/2024		
Administration	Leave Accrual	2/2008		Five years	05/2024		
Administration	Records Retention	11/2020		If relevant laws change			
Administration	Rules & Regulations - FOIL	8/2009		If relevant laws change			
Administration	Transitional Duty	Undated		Five years	09/2023		
Board	Code of Conduct	4/2021		Three years			
Board	Conflict of Interest and Ethics	11/2014		Three years			
Board	Media Relations	9/2013		Five years	09/2023		
Board	Open Meetings	11/2021		If relevant laws change			
Board	Trustee Education	1/2023		If relevant laws change			
Board	Video Conferencing for Open Public Meetings	5/2022		If relevant laws change			
Circulation	Confidentiality of Library Records	11/2021		If relevant laws change			
Circulation	Media Borrowing Policy	9/2021		Five years			
Circulation	Mobile Technology Borrowing	4/2022		Two years	06/2024		
Circulation	Open Access	5/1980		If relevant laws change			
Circulation	Patriot Act	9/2002		If relevant laws change			
Collection	Deed of Gift	4/2021	11/2022	Five years			
Collection	Library Materials Selection	1/1983	11/2021	Two years	07/2023		
Collection	Local History Collection Development Policy	4/2021		Five years			
Collection	Local History Picture Collection	9/2019		Five years			
Collection	Temporary Custody Receipt	4/2021		Five years			
Financial	Budget Transfer	2/2015		Three years	11/2023		
Financial	Capital Asset Records	2/2015	1/2023	Three years			
Financial	Claims Audit Procedure	3/2022	6/2022	Three years			
Financial	Credit Card	5/2020	1/2023	Three years			
Financial	Direct Deposit	4/2020		Three years	11/2023		
Financial	Fines & Fees	4/2023		Three years			
Financial	Friends of the LBPL	3/1987		Three years	09/2023		
Financial	Fund Balance Policy	10/2021	2/2023	Three years			
Financial	Gifts & Donations	4/2022	11/2022	Three years			
Financial	Investment	9/2013		Three years	11/2023		
Financial	Petty Cash	8/2019		Annually at Reorg Meeting	07/2023		
Financial	Procurement	2/2021	7/2022	Three years			
Financial	Professional Services Selection	2/2022	7/2022	Three years			
Financial	Service Charge for Bad Checks	9/2008		Three years	11/2023		

Policies in Effect as of June 30, 2023

Type of Policy	Policy Name	Adopted/Approved	Most Recent Update	Review Approximately Every...	FY 2024 Review Schedule	FY 2024 Date Updated	FY 2024 Date Rescinded
Personnel	Continuation of Operations – Public Health Emergency	2/2021		If relevant laws change			
Personnel	Continuing Education	9/2019		Five years			
Personnel	Cybersecurity Policy	6/2021		Two years	09/2023		
Personnel	Employee Handbook	5/2023		Five years			
Personnel	Employee Tech, Furniture, and Equipment	5/2021		Two years	09/2023		
Personnel	Progressive Discipline	5/2023		Five years			
Personnel	Remote Work	6/2020		Five years			
Personnel	Restricted Access	9/2016		Five years	05/2024		
Personnel	Safety Policy (Staff)	5/2006		Three years	10/2023		
Personnel	Sexual Harassment Complaint Form	8/2019		Three years	01/2024		
Personnel	Sexual Harassment Prevention	8/2019		Three years	01/2024		
Personnel	Staff Dress Code	4/2018		Five years	01/2024		
Personnel	Whistleblower	11/2014		Three years	01/2024		
Personnel	Workplace Violence Policy and Procedures	2/2010		Three years	01/2024		
Public Space	ADA Suggestion and Complaint Procedure	4/1992		Five years	01/2024		
Public Space	Computer and Internet Use	11/2019		Two years	09/2023		
Public Space	COVID - Contact Tracing	6/2020			7/2023		
Public Space	COVID - Employee Health Screening	6/2020			7/2023		
Public Space	Emergency Closing	6/2020		Three years	09/2023		
Public Space	Film and Photography	2/2020		Three years	06/2024		
Public Space	Megan's Law	3/2001		If relevant laws change			
Public Space	Notary Services	11/2022		Five years			
Public Space	Patron Rules of Conduct	8/2018	11/2022	Three years			
Public Space	Personal Protective Equipment	6/2020	5/2021	Five years			
Public Space	Posting & Distributing Materials on Library Property	10/2021		Five years			
Public Space	Procedures and Regulations Concerning Art Exhibits	8/2004		Five years	10/2023		
Public Space	Procedures and Regulations Concerning Art Exhibits (West End)	2/2017		Five years	10/2023		
Public Space	Programming & Events	5/2020	11/2022	Three years			
Public Space	Public Meeting Room	10/2021	11/2022	Three years			
Public Space	Quiet Study Room Use	7/2013		Three years	10/2023		
Public Space	Safety of Minors	11/2019		Three years	10/2023		
Public Space	Security Cameras	9/2016		Three years	10/2023		
Public Space	Smoke Free Library and Library Grounds	9/2019		If relevant laws change			
Public Space	Tutoring	12/1989	10/2021	Five years			