

DEER PARK PUBLIC LIBRARY BOARD OF TRUSTEES
ANNUAL REORGANIZATION MEETING AND REGULAR MEETING
July 27, 2022 7:00 p.m.

- I. Call to order.
- II. Public Expression – limited to five (5) minutes per speaker
- III. Executive Session: Administrative employment agreements
- IV. *Nomination and Election of Trustee Officers
- V. Annual Re-organizational Business.
 - 1) *The following items must be reaffirmed for 2022-2023
 - a. Meeting time and calendar of monthly Board of Trustees meetings, fourth Wednesday of each month 7:00 p.m., unless change is required due to lack of quorum, weather, etc. Note: Date and time to be arranged for August and December meetings held for purpose of approval of bills
 - b. Review and approval of Conflict of Interest Policy. Completed forms to be submitted by Trustees, Treasurer and Director
 - c. Review and approval of Investment Policy
 - d. Review and approval of Whistleblower Policy
 - e. Official newspapers designated to carry legal notices are *Babylon Beacon*, and *Long Island Business News*
 - f. Board of Trustees designates the library official to certify the staff payroll to be the Library Director.
 - g. Continuation of bank accounts at 1st National Bank of Long Island
 - h. The designated Treasurer shall remain Maria Antonelli, at a monthly stipend of \$300
 - i. Designation of authority for investment of library funds to be the Library Director.
 - j. BOCES Employment Assistance Program to be renewed, annual cost to be approximately \$1,800
 - k. Approval of holiday closings
 - l. Approval of budget for 2022 - 2023
 - 2) *The following independent professionals to be retained for 2022-2023
 - a. Cook Maran insurance brokerage
 - b. Custom Computer Specialists as the information technology consultants (approved at the March 2, 2022 meeting)
 - c. Searles Graphics as printing firm for the Library newsletter and other publications.
 - d. Law Offices of Thomas M. Volz, PLLC as Library Counsel (approved at the May 25, 2022 meeting)
- VI. Unapproved minutes
 - *Approval of minutes of meeting of June 22, 2022
- VII. Financial Report
 1. * Approval of Treasurer's Report
 2. * Approval of bills

- VIII. *Approval of 2022 – 2023 Budget
- IX. * Approval of Tax and Borrowing Letter to the Deer Park Union Free School District
- X. *Approval of (name to be supplied) as a full time library clerk in the circulation department
- XI. *Approval of Sav Mor Mechanical Services, Inc. contract
- XII. *Approval of purchase and installation of push bar at second floor fire escape
- XIII. *Approval of replacement of wood fence around parking lot
- XIV. Open Items - Addressed in Director's Report
- XV. Sumiko Davis resignation letter
- XVI. Selected Statistics
- XVII. Director's Report
- XVIII. Incident Reports
- XIX. Correspondence
- XX. Other Business
- XXI. Next Board Meeting to be determined August / September
- XXII. Adjournment

Director's Report for July 2022

Written employee evaluations

To be initiated in September

Background checks of prospective library employees

Counsel has been requested to draft potential policy

Potential library benefits for using Amazon for purchases

Open school nights.