



Northport-East Northport Public Library

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www.nenpl.org

Dear Board Member:

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, July 18, 2024 at 9:30 AM** followed by the Regular Monthly Meeting in the Board Conference Room of the Northport Public Library.

ANNUAL REORGANIZATIONAL AGENDA

- I. Call to Order
- II. Adoption of Agenda (Motion required)
- III. Reorganization of Board
 - A. Election of President, Vice-President, Secretary, and Financial Secretary (Motion required)
 - B. Selection of members of Personnel Committee
 - C. Selection of members of Capital Improvements Committee
- IV. Appointments
 - A. Andrew Martingale of Quatela Chimeri, PLLC as Library Attorney for 2024/2025 fiscal year (Motion required)
 - B. Philip DeDora as Library Treasurer for 2024/2025 fiscal year (Motion required)
 - C. Bayside CPA PLLC to perform Annual Financial Audit for fiscal 2024/2025 (Motion required)
 - D. Borg Insurance Agency & Associates, Inc. to manage insurance program for fiscal 2024/2025 (Motion required)
 - E. John Tanzi Architects and/or Mei Wo-Design as Library Architects for fiscal 2024/2025 (Motion required)
 - F. Frances M. Byrne Clerk of the 2025 Library Budget Vote (Motion required)
 - G. James Olney as Records Access Officer 2024/2025 (Motion required)
 - H. Nancy Morcerf as Records Management Officer 2024/2025 (Motion required)
 - I. Barbara Dattolico as Recording Secretary to the Board of Trustees 2024/2025 (Motion required)
 - J. Cristina Spinelli, CPA, as Internal Auditor for fiscal 2024/2025 (Motion required)
 - K. F. Alan Olita as Building Emergency Contact for 2024/2025 (Motion required)
 - L. Charles Cornetta as Security Consultant for 2024/2025 (Motion required)
- V. Approval of Use of Facsimile Signature (Motion required)
- VI. Designation of Signatories for General Fund II (Motion required)
- VII. Designation of Payroll Certification Officer (Motion Required)
- VIII. Approval of Payment of Warrants when a quorum of the Board is unavailable (Motion required)
- IX. Approval of Supplementary Warrants (Motion required)
- X. Approval of Northport-East Northport Public Library Investment Policy (Motion required)

- XI. Approval of Fixed Asset Item Withdrawals for fiscal 2023/2024 (Motion required)
- XII. Review of Fund Balance Policy (Motion required)
- XIII. Approval of Tuesday, April 8, 2025, to hold Annual Library Vote and Trustee Election (Motion required)
- XIV. Designation of The Observer and/or The Times of Northport as the official newspapers for the publication of Legal Notices (Motion required)
- XV. Authorization to publish notice of the Annual Financial Audit for fiscal 2023/2024 (Motion required)
- XVI. Adoption of 2025 Schedule of Holiday Openings & Closings – Attached (Motion required)
- XVII. Review of Procurement Guidelines Policy (Motion required)

XVIII. Schedule of 2024/2025 Board Meetings (Draft Calendar) (Motion required)

Thursday, August 22, 2024	10:00 AM	
Thursday, September 19, 2024	10:00 AM	
Thursday, October 24, 2024	10:00 AM	
Thursday, November 21, 2024	10:00 AM	
Thursday, December 19, 2024	10:00 AM	
Thursday, January 16, 2025	10:00 AM	
Thursday, February 13, 2025	10:00 AM	
Tuesday, March 25, 2025	5:30 PM	
Tuesday, March 25, 2025	7:30 PM	Public Hearing
Tuesday, April 8, 2025	9AM - 9PM	Library Vote & Trustee(s) Election
Thursday, April 17, 2025	10:00 AM	
Thursday, May 15, 2025	10:00 AM	
Thursday, June 12, 2025	10:00 AM	
Thursday, July 17, 2025	9:30 AM	Reorganizational Meeting
Thursday, July 17, 2025	11:00 AM	

- XIX. Adjournment