



# Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930  
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313  
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 21, 2022 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. Oath(s) of Office: Andrew Martingale to Carolyn McQuade, Trustee.
- IV. Reorganization of Board
  - A. Election of Chairperson, Vice-Chairperson, Secretary, and Financial Secretary (Motion required)
  - B. Selection of members of Personnel Committee
  - C. Selection of members of Capital Improvements Committee
- V. Appointments
  - A. Andrew Martingale of Hamburger, Maxson, Yaffe & Martingale, LLP as Library Attorney for 2022/2023 fiscal year (Motion required)
  - B. Philip DeDora as Library Treasurer for 2022/2023 fiscal year (Motion required)
  - C. Bayside CPA PLLC to perform Annual Financial Audit for fiscal 2022/2023 (Motion required)
  - D. Borg Insurance Agency & Associates, Inc. to manage insurance program for fiscal 2022/2023 (Motion required)
  - E. John Tanzi Architects as Library Architects for fiscal 2022/2023 (Motion required)
  - F. Frances M. Byrne Clerk of the 2023 Library Budget Vote (Motion required)
  - G. James Olney as Records Access Officer 2022/2023 (Motion required)
  - H. Nancy Morcerf as Records Management Officer 2022/2023 (Motion required)
  - I. Barbara Dattolico as Recording Secretary to the Board of Trustees 2022/2023 (Motion required)
  - J. Cristina Spinelli, CPA, as Internal Auditor for fiscal 2022/2023 (Motion required)
  - K. F. Alan Olita as Building Emergency Contact for 2022/2023 (Motion required)
  - L. Charles Cornetta as Security Consultant for 2022/2023 (Motion required)
- VI. Approval of Use of Facsimile Signature (Motion required)
- VII. Designation of Signatories for General Fund II (Motion required)
- VIII. Designation of Payroll Certification Officer (Motion Required)
- IX. Approval of Payment of Warrants when a quorum of the Board is unavailable (Motion required)
- X. Approval of Supplementary Warrants (Motion required)

- XI. Approval of Northport-East Northport Public Library Investment Policy (Motion required)
- XII. Approval of Fixed Asset Item Withdrawals for fiscal 2021/2022 (Motion required)
- XIII. Review of Fund Balance Policy (Motion required)
- XIV. Approval of Tuesday, April 4, 2023, to hold Annual Library Vote and Trustee Election (Motion required)
- XV. Designation of The Observer and/or The Times of Northport as the official newspapers for the publication of Legal Notices (Motion required)
- XVI. Authorization to publish notice of the Annual Financial Audit for fiscal 2021/2022 (Motion required)
- XVII. Adoption of 2023 Schedule of Holiday Openings & Closings – Attached (Motion required)
- XVIII. Review of Procurement Guidelines Policy (Motion required)
- XIX. Schedule of 2022/2023 Board Meetings (Draft Calendar) (Motion required)
 

Thursday, August 18, 2022	10:00 AM	
Thursday, September 22, 2022	10:00 AM	
Thursday, October 20, 2022	10:00 AM	
Thursday, November 17, 2022	10:00 AM	
Thursday, December 15, 2022	10:00 AM	
Thursday, January 19, 2023	10:00 AM	
Thursday, February 16, 2023	10:00 AM	
Tuesday, March 21, 2023	5:30 PM	
Tuesday, March 21, 2023	7:30 PM	Public Hearing
Tuesday, April 4, 2023	9AM - 9PM	Library Vote & Trustee(s) Election
Thursday, April 20, 2023	10:00 AM	
Thursday, May 18, 2023	10:00 AM	
Thursday, June 15, 2023	10:00 AM	
Thursday, July 20, 2023	9:30 AM	Reorganizational Meeting
	11:00 AM	
	12:00 noon	Staff Recognition Luncheon
- XX. Adjournment