

Agenda
Tuesday, July 15, 2025
6:00 PM
ANNUAL REORGANIZATION MEETING

1. Call to order.
2. Administer the Oath of Office to newly-elected trustee, Laurie Atlas.
3. Election for Office of President, 2025-2026.
4. Election of Vice President.
5. Election of Financial Officer.
6. Election of Secretary.
7. Election of Assistant Secretary.
8. Appointment of Committees, as needed.
9. Establishment of mileage allowance of 70 cents per mile for Board and Staff members using their personal vehicles on Library business.
10. Appointment of Library Treasurer and establishment of annual stipend (Ms. Giffone).
11. Appointment of Treasurer Cultural Programming Fund (Mr. Horowitz, Mrs. Nicolazzi).
12. Appointment of Accountant and establishment of fee (Baldessari & Coster LLP).
13. Appointment of Attorney and establishment of fee (Mr. Martingale, Quatela Chimeri).
14. Appointment of Labor Attorney and establishment of fee (Ms. Moreira).
15. Appointment of Board of Trustees' representative to function as Library official to certify payrolls (Mr. Horowitz, Mrs. Nicolazzi).
16. Designation of depository bank and authorization for payment of funds (M&T Bank).
17. Designation of investment of library funds as they become available (M&T Bank, Capital One).
18. Designation of official newspapers (Babylon Beacon, South Bay's Newspaper).
19. Reaffirm Library Policies.

20. Establishment of meeting time and calendar for 2025-2026 (EXHIBIT A).

21. Adjournment of Reorganization Meeting.

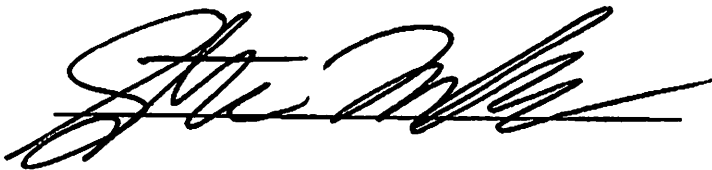
State of New York }

County of Suffolk } ss.

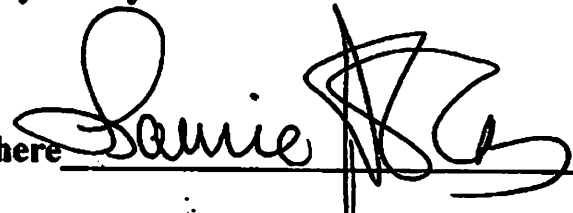
I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Library Trustee according to the best of my ability.

Subscribed and sworn to before me this}

14th day of April 2025



Sign here


Library Trustee

Notary Public

**STEVEN MAHON
Notary Public - State of New York
No. 01MA0031025
Qualified in Suffolk County
My Commission Expires Nov. 14, 2028**

NORTH BABYLON PUBLIC LIBRARY

815 DEER PARK AVENUE, NORTH BABYLON, NEW YORK 11703-3812

Marc D. Horowitz
DIRECTOR

(631) 669-4020
Fax: (631) 669-3432

June 2, 2025

Suffolk County Clerk's Office
County Center
310 Center Drive
Riverhead, NY 11901

RE: OATH OF OFFICE OF TRUSTEE

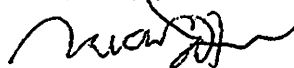
To Whom It May Concern:

Enclosed is an Oath of Office form for Laurie Atlas, Trustee of the North Babylon Public Library. We understand that this form is to be filed in your office. The enclosed oath covers the term of office from July 1, 2025 to June 30, 2030.

I would appreciate it if you would note receipt on the bottom of the photocopy of this letter, which is enclosed, and return to me in the stamped, self-addressed envelope which is enclosed for your convenience.

Thank you.

Very truly yours,



Marc D. Horowitz
Director

Enclosures

cc: Mr. Andrew Martingale

FILED
JUN 09 2025
Vincent Puleo
CLERK OF SUFFOLK COUNTY

<u>Fiscal Year</u>	<u>Treasurer</u>	<u>Accountant</u>	<u>Attorney</u>	<u>Labor Attorney</u>
<u>2025-2026</u> <u>(requested)</u>	<u>4,100 yr.</u>	<u>10,700 yr.</u>	<u>260/hr.</u>	<u>6,000 yr.</u>
2024-2025	4,000 yr.	10,700 yr.	250/hr.	6,000 yr.
2023-2024	2,800 yr.	10,700 yr.	250/hr.	6,000 yr.
2022-2023	2,700 yr.	10,300 yr.	250/hr.	6,000 yr.
2021-2022	2,600 yr.	10,050 yr.	250/hr.	6,000 yr.
2020-2021	2,400 yr.	9,650 yr.	245/hr.	6,000 yr.
2019-2020	2,300 yr.	9,300 yr.	245/hr.	6,000 yr.
2018-2019	2,200 yr.	9,000 yr.	245/hr.	6,000 yr.
2017-2018	2,100 yr.	8,800 yr.	235/hr.	6,000 yr.
2016-2017	2,000 yr.	8,700 yr.	235/hr.	6,000 yr.
2015-2016	1,900 yr.	8,650 yr.	235/hr.	6,000 yr.
2014-2015	1,825 yr.	8,650 yr.	230/hr.	6,000 yr.
2013-2014	1,750 yr.	8,700 yr.	230/hr.	6,000 yr.
2012-2013	1,675 yr.	8,600 yr.	225/hr.	6,000 yr.
2011-2012	1,583 yr.	8,550 yr.	3,750 yr.	6,000 yr.
2010-2011	1,508 yr.	8,500 yr.	3,750 yr.	6,000 yr.

North Babylon Public Library
Policy Manual
Table of Contents

Accident - Incident Report (2/2003)	
Americans with Disabilities Act (7/1999)	
Anecdotal Report	
Anti-nepotism (4/2016)	
Application for Employment Form [excel] (12/2011)	
Background Checks (9/2023)	
Bomb Threats (7/1999)	
Breast and Prostate Cancer Screening (10/2008)	
Bus Trips (2/2006)	
By-Laws (11/2024)	
Cell Phones and Pagers (5/2000)	
Charitable Giving Program (7/2001) [publisher]	
C.I.P.A. Compliance	
Circulation (9/2014)	
Code Adam (2/2005)	
Code of Ethics (12/2004)	
Code of Service (3/1999)	
Collective Bargaining Agreement (2025-2028)	
Appendix A	
Appendix B	
Compensatory Time Accrual (5/2006)	
Computers (11/2017)	
Use of Public Computers, Electronic Resources	
Including Internet Sources in the Library	
Computer Use in the Library (10/2017)	
Guidelines for the Use of Public Computers	
Cybersecurity (9/2017)	
Computer Technology Filtering	
The Library Bill of Rights	
Free Access to Libraries for Minors	

Confidentiality of Library Records (11/2003)

Conflict of Interest (12/2014)

Credit Card Policy (3/2006)

Direct Access (5/2010)

Disaster Plan for Computer Recovery (6/2011)

Disasters (11/2007)

Discrimination (2015)

Display Agreements (10/1999)

Exhibit Agreement

Display of Announcement and Distribution of Flyers

Donations (11/2005)

Dress Code (1/2014)

E-Mail (9/2001)

Emergency Closing (9/2002)

Employee Conduct (2/2011)

Employee Handbook - old (1995)

Equal Employment Opportunity (6/2016)

Family and Medical Leave Act (7/2012)

Fire Safety (9/2007)

Foil Request for Access to Disciplinary Records(3/2025)

Fund Balance (1/2019)

Guns (12/2012)

Harassment (6/2016)

Hazard Communication Program (3/2000)

Holidays (5/2023)

Hours of Service (12/2013)

Incident Response Plan (3/2021)

Internet Safety Policy (2/2025)

Investment Policy (9/2000)

Jump Start System (4/2006)

Leave Without Pay (11/2013)

Library Mission Statement & Long Range Plan of Service
(7/2017)

Library Records and Open Meetings Law (11/2000)

Litigation Comments (12/2024)

Mail (8/2016)

Maintenance of Public Order (1/2007)

Maintenance of Public Order poster (6/2017)

Media Relations (4/2007)

Meeting Room Use (3/2008)

Mileage Reimbursement (9/1993)

Museum Pass (10/2009)

No Bills Accepted Above \$20 (10/2004)

Nursing (8/2024)

Organizational Chart (11/2004)

Orientation Checklist (2/2022)

Pages
 Page Employment (4/2001)
 Page Handbook (3/2001)

Parking Lot/Parking Resolution (5/2019)

Petty Cash (2/2013)

Proctoring (9/2006)

Public Employer Health Emergency Plan for NBPL (2/2021)

Purchasing (7/2022)

Recommendations (1/2008)

Records Retention and Disposition (9/2020)
Release of Information (4/2009)

Reopening Safety Plan

Retirement Plans 403(b)
 ING Information Sharing Agreement
 Vanguard Information Sharing Agreement

Returned Checks (3/2000)

SCLS Trustee Elections (10/2013)

Selection Policies (8/2022)
 Selection Policy
 Request for Review of Library Materials by the Board
 of Trustees

Sex Offenders (3/2020)

Sexual Harassment (10/2018)
 Sexual Harassment - North Babylon Public Library
 Sexual Harassment - New York State

Smoking (4/2014)

Standard Workday (6/2003)

Surveillance Cameras (7/2010)
 Policy
 Signage

Sustainability (9/2020)

Tablets (10/2013)

Trustee Education (12/2022)

Tutors/Tutors in Vestibule (1/2007)

Unattended Children (4/2003)

Unattended Vulnerable Adult (10/2011)

Whistleblower (12/2014)

WiFi Hotspot (9/2018)

Wireless (6/2006)

Workplace Violence (10/2012)

Yearbooks (4/2023)

EXHIBIT A

BOARD MEETING CALENDAR 2025-2026 (Including Summer 2026)

6:00 p.m.

July 15, 2025	Reorganization & July Board Meeting
August 19, 2025	
September 16, 2025	
October 21, 2025	
November 18, 2025	
December 16, 2025	
January 20, 2026	
February 17, 2026	
March 17, 2026	Budget Hearing & March Board Meeting
April 21, 2026	
May 19, 2026	
June 16, 2026	
July 21, 2026	Reorganization & July Board Meeting
August 18, 2026	