

**Town of Ballston Community Library  
Board of Trustees Meeting Agenda  
February 8, 2022**

**1) Call to order**

**2) Old Business**

- a) Reopening Plan Update
- b) Local History & Lighting Construction Project

**3) New Business**

Resolution 22-019 BE IT RESOLVED that to provide mutual awareness of fiscal operations until the Legislation Update takes effect, the Library Board of Trustees (BOT) will generate and provide courtesy copies to the Town Board of financial reports as follows:

- A. Bank reconciliations signed as approved by a BOT officer (typically the BOT Treasurer), for all bank accounts under the control of the BOT, by the 15th of each following month;
- B. NYSLRS (New York State and Local Retirement System) report (from NYSLRS web portal) of transmission/submission of Library employee retirement data from monthly payroll, by the 15th of each following month;
- C. Monthly financial Statements in a routine format developed by the Library's accounting firm, by the 15th of each following month;
- D. Federal 941 and NYS 45 quarterly payroll tax reports for the 1st and 2nd quarters of the current year, within 10 business days of completion;
- E. Proof of Insurance on Building with Town listed as an additional insured and Town to be notified if insurance lapses, on a no less than annual basis, and upon any material change in coverage terms or carrier;
- F. Annually audited Financial Statements and Report no later than 15 days after receipt by the BOT;
- G. Plan of Service no later than 15 days after submission to New York State Education Department;
- H. Annual Report to New York State Library Development no later than 15 days after submission to New York State Education Department;
- I. The final report and direction from the New York State Comptroller regarding audit of the Library, no later than 15 days after receipt by the Library;
- J. The Library shall provide a monthly summary to the Town Board advising of status of change to enabling legislation, charter, and bylaws.

**Executive Session: Discuss Legal Matters**

**4) Adjournment**