

# PLAINEDGE PUBLIC LIBRARY

## TREASURER OF THE LIBRARY

ADOPTED BY THE BOARD OF TRUSTEES

The Treasurer of the Plainedge Public Library will be appointed by The Board of Trustees at the Annual Reorganization Meeting, which is held on or about July 2. The annual stipend for services performed will also be set at the time of appointment.

1. After the appointment, a memorandum of agreement outlining the duties, responsibilities and the annual stipend to be paid for services for the coming fiscal year will be signed by the President of the Board of Trustees and the appointed Treasurer.
2. As an appointed public officer the Treasurer will be required to take an Oath of Office to be filed in the office of the County Clerk.
3. A Trustee of the Library is not eligible for appointment as Treasurer.
4. Preference for appointment of Treasurer will be given to community residents with a background in finance, accounting or bookkeeping.
5. The duties and responsibilities of the Library Treasurer will be as follows:
  - Reviews payroll and bill warrants.
  - Signs covering payroll checks and bill warrant after review and approval by the Board of Trustees.
  - Reconcile the Library regular checking account and the Trust and Agency account.