

## **Board Authorizations 2024-25**

### **Library Attorneys**

Roemer, Wallens, Gold & Mineaux, LLP  
Nolan Heller Kauffman, LLP  
Whiteman Osterman and Hanna, LLP  
Bond, Schoneneck and King  
The Law Office of Stephanie Adams PLLC

### **Library Insurance Broker**

Amsure Associates  
Marshall and Sterling

### **Library Auditors**

Marvin and Company (*Last RFP 2019 – contract started July 2019*)

### **Official Bank Depositories for Library Funds**

TD Bank (*Last RFP 2014 – contract started July 2014*)  
M&T Bank  
Key Bank  
NBT Bank  
Pioneer Bank

### **Official Newspapers**

*The Spotlight*  
*Albany Times-Union*

### **Board Meeting Dates**

Official business – generally the second Monday of the month  
Special meetings – called as needed

### **Authorizations**

The Treasurer of the Board is to verify payrolls for the library.  
A petty cash fund of \$100 is established.  
The Treasurer, Account Clerk II and Director are authorized to enter into an agreement with TD Bank for electronic transfers of funds between library accounts effective July 1, 2014.  
The following payroll-related transactions may be transferred electronically: IRS, NYS Tax, NYS Deferred Comp.  
The Board authorizes payment of some time-sensitive bills by hand-drawn check between Board meetings.  
Wire transfers between authorized financial institutions are allowed.

### **Bonding**

The Director, Account Clerk II and Board Treasurer are bonded for \$1,000,000.  
The Staff Assistant who prepares bank deposits is bonded for \$35,000.  
The Messengers are bonded for \$35,000.