

ELWOOD PUBLIC LIBRARY

1929 JERICHO TURNPIKE | ELWOOD, NY 11731 | www.elwoodlibrary.org | 631.499.3722

PAYMENT OF BILLS

Bills incurred by the Library shall be presented to the Board of Trustees at each regular Board meeting in a manner prescribed by the Board of Trustees and reviewed and approved by Board motion as is appropriate. After such approval, two authorized Board members will co-sign each check used for payment.

The Library may pre-pay payroll and employment tax bills from a separate payroll account requiring the signatures of two Board members. A report of any such payments will be made to the Board of Trustees at the next regularly scheduled Board meeting.

The Library may pre-pay other bills (such as rent, utilities, credit card, personnel costs or those that carry a significant penalty for late payment) with a check co-signed by two authorized Board members. Authorized bank fees, payroll processing fees, and retirement system contributions may be debited directly from accounts when necessary. A report of any such payments will be made to the Board of Trustees at the next regularly scheduled Board meeting.

The Director may pre-pay bills (not to exceed \$5,000) using the Director's Contingency Account. A report of any such payments will be made to the Board of Trustees at the next regularly scheduled Board meeting.

Adopted June 17, 2004

Revised July 17, 2014

Revised March 16, 2023