

DRAFT

**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Monday, May 13, 2024**

PRESENT:

Joseph Loughren
Marianne Bastian
Debra Mitchell
Louisa Kieffer
Jennifer Fowler, Director
Timothy Sicurella, Assistant Director
Jody D'Ambrosio, Business Manager

Library Board President Joseph Loughren called the meeting to order at 7:06 PM.

After review, a motion was made to approve the Minutes of the March 11, 2024 Regular Board Meeting. (Bastian, Kieffer) Motion carried 4 - 0.

After review, a motion was made to accept the Agenda. (Mitchell, Bastian) Motion carried 4 - 0.

President Loughren noted that the April 8, 2024 Board Meeting was cancelled due to lack of quorum. M. Bastian and J. Loughren reviewed the April 2024 bills.

After review, a motion was made to approve the April 1-8, 2024 Authorization list. (Kieffer, Mitchell) Motion carried 4 - 0.

After review, a motion was made to approve the March 12-31, 2024 **Prepaid** Authorization list. (Bastian, Kieffer) Motion carried 4 - 0.

After review, a motion was made to approve the April 1-8, 2024 **Capital** Fund Authorization list. (Kieffer, Mitchell) Motion carried 4 - 0.

After review, a motion was made to approve the May 1-13, 2024 Authorization list. (Bastian, Kieffer) Motion carried 4 - 0.

After review, a motion was made to approve the April 9-30, 2024 **Prepaid** Authorization list. (Mitchell, Kieffer) Motion carried 4 - 0.

After review, a motion was made to approve the May 1-13, 2024 **Capital** Fund Authorization list. (Bastian, Mitchell) Motion carried 4 - 0.

After review, a motion was made to approve the March 2024 Payroll Warrant as presented by D. Mitchell. (Bastian, Kieffer) Motion carried 4 – 0.

After review, a motion was made to approve the April 2024 Payroll Warrant as presented by L. Kieffer. (Bastian, Mitchell) Motion carried 4 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending April 30, 2024 were reviewed.

The Director's Report dated May 13, 2024 was reviewed.

The statistics and circulation figures for March & April 2024 were reviewed.

A report from the Head of Patron Services was reviewed.

After review, a motion was made to approve the Personnel report for May 2024. (Kieffer, Mitchell) Motion carried 4 – 0.

The Assistant Director's Report was reviewed.

The Buildings and Grounds Report was reviewed.

After discussion, the following resolution was made to approve the HVAC Modifications & PV Solar Upgrade declaring the SEQRA process has been completed:

WHEREAS, the Board of Trustees of the Sayville Library authorizes a HVAC Modifications & PV Solar Upgrade project and elects to pursue NYSED grant funding for the proposed project within the existing Library facility; and

WHEREAS, the Library will fund the HVAC Modifications & PV Solar Upgrade project (SED # 58-05-04-03-6-017-004) from its Capital Reserve subject to it being partially reimbursed from NYSED grant funding; and

WHEREAS, this HVAC Modifications & PV Solar Upgrade project is a routine and environmentally non-deleterious activity of the Library warranting classification as a Type II action pursuant to the New York State Environmental Quality Review Act (SEQRA) and its implementing regulation (6 NYCRR 617.5); and

WHEREAS, a project classified as a Type II action, by definition, has no significant adverse impact on the environment and requires no long-form environmental review under SEQRA (6 NYCRR 617.5)

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Sayville Library authorizes the subject project proceeding and the soliciting of a NYSED grant for its partial cost and hereby determines that the proposed project is an action classified as a Type II action; and designates the Library to be the "Lead Agency" for all purposes pertaining to the SEQRA process.

(Bastian, Kieffer) Motion carried 4 – 0.

A motion was made to approve the following resolution of commendation to former Trustee Linda Halliday.

WHEREAS, LINDA HALLIDAY has served on the Board of Trustees of the Sayville Library with dedication for 19 years. NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Sayville Library that:

Linda Halliday be publicly commended for her years of dedicated and faithful service to the Sayville Library, and her community; and that

This resolution be presented to Linda Halliday by the Sayville Library Board of Trustees in recognition of her dedicated service and extends best wishes for her continued success.

Dated this 8th day of April 2024

(Loughren, Bastian) Motion carried 4 – 0.

After review, a motion was made to adopt the Paid Family Leave (PFL) Supplement Policy. (Bastian, Mitchell) Motion carried 4 – 0.

After review, a motion was made to approve the records destruction authorization. (Kieffer, Mitchell) Motion carried 4 – 0.

After review, a motion was made to approve the Pages policy updates. (Mitchell, Bastian) Motion carried 4 – 0.

After review, a motion was made to approve the Circulation policy update. (Mitchell, Kieffer) Motion carried 4 – 0.

After discussion, a motion was made to approve Equitable Financial Life Insurance Company to administer and maintain and employee 403(b) plan for the Library. (Bastian, Kieffer) Motion carried 4 – 0.

After discussion, a motion was made to appoint Marianne Bastian as a checking account signatory. (Mitchell, Kieffer) Motion carried 4 – 0.

A SVIS Annual Beach Party invitation was reviewed.

The calendar of events for May 2024 and June 2024 were reviewed.

A motion was made at 8:45 PM to enter Executive Session to discuss collective bargaining negotiations. (Bastian, Mitchell) Motion carried 4 – 0.

A motion was made at 8:52 PM to exit Executive Session. (Bastian, Kieffer) Motion carried 4 – 0.

The next regular meeting of the Library Board will be held on Monday, June 10, 2024 at 7:00 PM.

A motion was made to adjournment the meeting at 9:02 PM. (Mitchell)
Motion carried 4 - 0.

Respectfully Submitted
Jennifer Fowler, Director

As taken by
Jody D'Ambrosio

Debra Mitchell
Board Secretary

Records Destruction Authorization 2024

Record Series	Dates of Records	Schedule Item	Retention
Invoices	2016-2017	MI-1 5.[501]	6 years – Box 309, 310, 311, 312, 313
Bank Deposits	2017-2018	MI-1 223	6 years – Box 292, 306
Leave Requests	2016-2017	MI-1 312	6 years – Box 288, 301
Square Receipt Records	2016-2017	MI-1 721	6 years – Box 290
Bank Account Reconciliations	2016-2017	MI-1 217	6 years – Box 290
W-9's	2014-2016	MI-1 307	5 years – Box 290
W-2's	1982-2002	MI-1 307	5 years – Box 121
Administration Office Files	2016	MI-1 735	6 years – Box 293

Destruction authorized by:

Project Manager Jennifer Fowler Date 3/20/24
 Records Management Officer Jaymie Moore Date 3/20/24
 Sayville Library Board of Trustees [Signature] Date 5/13/24

Destruction certified by:

Witness [Signature] A Shon Awjac Date 4/20/24
PRU L AKMEPTIN (CUSTODIAN) 4/20/24