

DRAFT

**MINUTES OF THE REORGANIZATION MEETING OF THE
BOARD OF TRUSTEES OF SAYVILLE LIBRARY
Monday, July 8, 2024**

PRESENT:

Joseph Loughren
Marianne Bastian
Debra Mitchell
Louisa Kieffer
Claudia Carpenter
Jennifer Fowler, Director (remote access)
Timothy Sicurella, Assistant Director
Jody D'Ambrosio, Business Manager

Also Present: Julie Vaccaro – Sayville District Clerk

Julie Vaccaro, District Clerk called the meeting to order at 7:00 PM.

A motion was made to appoint Claudia Carpenter to the vacated Trustee seat for the remainder of the term ending June 30, 2025. (Kieffer, Mitchell) Motion carried 4 – 0.

District Clerk Julie Vaccaro swore in re-elected Trustee Louisa Kieffer.

District Clerk Julie Vaccaro swore in newly appointed Trustee Claudia Carpenter.

District Clerk Julie Vaccaro called for nomination for President. Marianne Bastian nominated Joseph Loughren for President of the Board, Louisa Kieffer seconded. There were no other nominations. The vote was unanimous in favor of Joseph Loughren.

Board President Loughren called for nominations for Vice President. Deb Mitchell nominated Marianne Bastian for Vice President of the Board, Louisa Kieffer seconded. There were no other nominations. The vote was unanimous in favor of Marianne Bastian.

Board President Loughren called for nominations for Secretary. Louisa Kieffer nominated Debra Mitchell for Secretary of the Board, Marianne Bastian seconded. There were no other nominations. The vote was unanimous in favor of Debra Mitchell.

A motion was made to continue the appointment of Mr. John Stahlberg as Library Treasurer at a monthly stipend of \$200.00. (Carpenter, Bastian) Motion carried 5 – 0.

John Stahlberg will be sworn in at a later date.

A motion was made to continue the appointment of Mrs. Patricia Osarchuk as Deputy Treasurer at a monthly stipend of \$200.00 if required to step in for Treasurer. (Kieffer, Mitchell) Motion carried 5 – 0.

Patricia Osarchuk will be sworn in at a later date.

A motion was made to continue the appointment of Mr. Eric Hofmeister for Internal Auditor at a monthly stipend of \$150.00 if work is required. (Bastian, Carpenter) Motion carried 5 – 0.

Board President Loughren appointed Louisa Kieffer as Deputy Secretary of the Board.

Director Fowler recommended a motion to approve Kevin Seaman, ESQ as Library Legal Counsel for fiscal year 2024-2025. (Bastian, Kieffer) Motion carried 5 – 0.

Director Fowler recommended a motion for approval of the accounting firm of Baldessari & Coster to perform the Annual Audit of the Library's financial statements for the fiscal year ending June 30, 2025. (Kieffer, Mitchell) Motion carried 5 – 0.

Director Fowler recommended a motion to approve EPIC Insurance Brokers & Consultants as Library insurance agent for fiscal year 2024-2025. (Carpenter, Bastian) Motion carried 5 – 0.

A motion was made to approve the *Suffolk County News* as the official Newspaper of Record for the Sayville Library. (Kieffer, Bastian) Motion carried 5 – 0.

A motion was made to approve the *Circulation Policies & Fines and Fees* as presented in Exhibit F. (Carpenter, Bastian) Motion carried 5 – 0.

A motion was made to approve the Designation of Depository Accounts for 2024-2025 fiscal year as presented in Exhibit G. (Mitchell, Carpenter) Motion carried 5 – 0.

A motion was made to approve the Designation of Checking Account Signatories for 2024-2025 fiscal year to be Marianne Bastian and Debra Mitchell as presented in Exhibit H. (Kieffer, Carpenter) Motion carried 5 – 0.

A motion was made to approve the time and place of regular board meetings for fiscal year 2024-2025 as presented in Exhibit I. (Bastian, Mitchell) Motion carried 5 – 0.

A motion was made to approve the calendar of holidays and closed dates for fiscal year 2024-2025 as presented in Exhibit J. (Carpenter, Mitchell) Motion carried 5 – 0.

Board President Loughren appointed Debra Mitchell and Louisa Kieffer to review Payroll Warrants for fiscal year 2024-2025.

A motion was made to approve the amendments to the Credit Card Policy. (Carpenter, Bastian) Motion carried 5 – 0.

A motion was made to approve the amendments to the Financial – Operations & Internal Controls Policy. (Mitchell, Kieffer) Motion carried 5 – 0.

A motion was made to approve the amendments to the Financial Policy. (Kieffer, Bastian) Motion carried 5 – 0.

A motion was made to approve the amendments to the Petty Cash Policy. (Carpenter, Mitchell) Motion carried 5 – 0.

The Sayville Library Funds & Minimum Balances Policy was reviewed.

The Sayville Library Investments Policy was reviewed.

The Sayville Library Procurement Policy was reviewed.

The Sayville Library Records Retention Policy was reviewed.

NYS Open Meetings Law was reviewed.

By-Laws of the Sayville Library Board of Trustees was reviewed.

The Sayville Library Code of Ethics Policy was reviewed.

Sayville Library Health Emergency Plan was reviewed.

The Sayville Library Conflict of Interest Policy was reviewed and an Affirmation of Compliance was signed by Board members and Administration.

A motion was made to adjourn the meeting at 7:20 PM. (Bastian) Motion carried 5 – 0.

Respectfully Submitted
Jennifer Fowler, Director

As taken by
Jody D'Ambrosio

Debra Mitchell
Board Secretary