

DRAFT

**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, December 9, 2024**

PRESENT:

Joseph Loughren
Marianne Bastian
Debra Mitchell
Louisa Kieffer
Claudia Carpenter
Jennifer Fowler, Director
Timothy Sicurella, Assistant Director
Stephanie DiChiara, Head of Adult Services

ABSENT WITH EXCUSE:

Jody D'Ambrosio

Library Board President Joseph Loughren called the meeting to order at 7:02 PM.

After review, a motion was made to approve the Minutes of the November 12, 2024 Regular Board Meeting. (Mitchell, Kieffer) Motion carried 5 – 0.

After review, a motion was made to accept the Agenda. (Carpenter, Kieffer) Motion carried 5 – 0.

After review, a motion was made to approve the December 1-9, 2024 Authorization list. (Bastian, Carpenter) Motion carried 5 – 0.

After review, a motion was made to approve the November 13-30, 2024 **Prepaid** Authorization list. (Kieffer, Mitchell) Motion carried 5 – 0.

After review, a motion was made to approve the December 1-9, 2024 **Capital Fund** Authorization list. (Bastian, Mitchell) Motion carried 5 – 0.

After review, a motion was made to approve the October 2024 Payroll Warrant as presented by D. Mitchell. (Bastian, Carpenter) Motion carried 5 – 0.

After review, a motion was made to approve the November 2024 Payroll Warrant as presented by L. Kieffer. (Bastian, Carpenter) Motion carried 5 – 0.

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

The Director's Report dated December 9, 2024 was reviewed.

The statistics and circulation figures for November 2024 were reviewed.

A report from the Emerging Technologies Librarian was reviewed.

After review, a motion was made to approve the Personnel report for December 2024. (Kieffer, Mitchell) Motion carried 5 – 0.

The Assistant Director's Report was reviewed.

The Building and Grounds Report was reviewed.

Head of Adult Services discussed the Accessing Archives Program. The Sayville Library was selected by the Long Island Libraries Resource Council (LILRC) to be part of this program. An archivist from LILRC will begin archiving and digitizing significant items from the Library's local history collection.

The calendar of events for December 2024 and January 2025 were reviewed.

The next regular meeting of the Library Board will be held on Monday, January 13, 2025, at 7:00 PM.

A motion was made to adjourn the meeting at 8:20 PM. (Mitchell)
Motion carried 5 – 0.

Respectfully Submitted
Jennifer Fowler, Director

As taken by
Jody D'Ambrosio

Debra Mitchell
Board Secretary