



**MINUTES OF THE REORGANIZATION MEETING OF THE
BOARD OF TRUSTEES OF SAYVILLE LIBRARY
Monday, July 8, 2019**

PRESENT:

Joseph Loughren
Linda Halliday
Marianne Bastian
Debra Mitchell
Louisa Kieffer

Jennifer Fowler, Director
Jody D'Ambrosio, Business Manager
John Stahlberg, Treasurer

Also Present: Julie Vaccaro, District Clerk

Julie Vaccaro called the meeting to order at 7:01 PM.

Julie Vaccaro swore in newly-elected Trustee Louisa Kieffer.

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

Board President Bastian called for nominations for Vice President. Linda Halliday nominated Joseph Loughren for Vice President of the Board, Debra Mitchell seconded. There were no other nominations. The vote was unanimous in favor of Joseph Loughren.

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

Director Fowler recommended Mr. John Stahlberg for Library Treasurer at a monthly stipend of \$150.00. (Loughren, Halliday) Motion carried 5 – 0.

Julie Vaccaro swore in newly appointed Treasurer John Stahlberg.

Director Fowler recommended Mrs. Patricia Osarchuk for Deputy Treasurer at a monthly stipend of \$150.00 if required to step in for Treasurer. (Mitchell, Halliday) Motion carried 5 – 0.

Director Fowler recommended Mr. Eric Hofmeister for Internal Auditor at a monthly stipend of \$150.00 if work is required. (Halliday, Loughren) Motion carried 5 – 0.

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

Director Fowler recommended Kevin Seaman as Legal Counsel for a retainer fee of \$12,250.00. (Halliday, Loughren) Motion carried 5 – 0.

Director Fowler recommended the accounting firm of Baldessari & Coster to perform the Annual Audit of the Library's financial statements for the fiscal year ending June 30, 2020 for a cost not to exceed \$10,000.00 and any additional services at the rate of \$75 to \$220 per hour. (Halliday, Mitchell) Motion carried 5 – 0.

Director Fowler recommended Cook Maran (formerly Joseph P. Price Agency) as the Library's insurance agency. (Loughren, Mitchell) Motion carried 5 – 0.

A motion was made to use *Suffolk County News* and *Newsday* as the Library's official newspapers for Library announcements. (Halliday, Kieffer) Motion carried 5 – 0.

Standing Committee assignments will be as follows:

Budget & Finance	Loughren & Kieffer
Services & Programs	Mitchell & Halliday
Personnel	Kieffer & Mitchell
Policies & By-Laws	Halliday & Loughren

A motion was made to approve the *Circulation Policies & Fines and Fees* as presented on Exhibit E. (Halliday, Mitchell) Motion carried 5 – 0.

A motion was made to approve Designation of Depository Accounts for 2019 - 2020 fiscal years as presented on Exhibit F. (Loughren, Halliday) Motion carried 5 – 0.

A motion was made to approve Designation of Checking Account Signatories to be Linda Halliday and Debra Mitchell as presented on Exhibit F. (Loughren, Kieffer) Motion carried 5 – 0.

A motion was made to approve the time and place of regular board meetings as presented on Exhibit H. (Loughren, Halliday) Motion carried 5 – 0.

A motion was made to approve the Holidays & Closed Days Schedules as presented on Exhibit I. (Halliday, Mitchell) Motion carried 5 – 0.

The *Financial Policies of Sayville Library* were reviewed.

Open Meetings Law was reviewed.

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

Sayville Library Code of Ethics Policy was reviewed.

Sayville Library Procurement Policy was reviewed.

Board President Bastian appointed Debra Mitchell and Louisa Kieffer to review Payroll Warrants.

Conflict of Interest Policy was reviewed and Marianne Bastian, Joseph Loughren, Linda Halliday, Debra Mitchell, Louisa Kieffer and Jennifer Fowler signed Affirmation of Compliance.

A motion was made to adjourn the meeting at 7:28 PM. (Halliday) Motion carried 5 – 0.

Respectfully,

A handwritten signature in black ink, appearing to read "Debra Mitchell". The signature is stylized with large, overlapping loops and a cursive style.

Debra Mitchell
Board Secretary