



**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Monday, September 9, 2019**

PRESENT:

Marianne Bastian
Joseph Loughren
Debra Mitchell
Louisa Kieffer
Jennifer Fowler, Director
Robert Goykin, Assistant Director
Timothy Sicurella, Head of Patron Services
Jody D'Ambrosio, Business Manager

ABSENT: Linda Halliday with excuse

Library Board President Marianne Bastian called the meeting to order at 7:04 PM.

After review, a motion was made to approve the Minutes of July 8, 2019 Reorganization Board Meeting. (Loughren, Kieffer) Motion carried 4 – 0.

After review, a motion was made to approve the Minutes of July 8, 2019 Regular Board Meeting. (Kieffer, Mitchell) Motion carried 4 – 0.

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

After review, a motion was made to approve the September 1-9, 2019 authorization list.
(Loughren, Mitchell) Motion carried 4 – 0.

After review, a motion was made to approve the August 13-31, 2019 Prepaid authorization list. (Loughren, Mitchell) Motion carried 4 – 0.

After review, a motion was made to approve the August 2019 Payroll Warrant as presented by D. Mitchell. (Kieffer, Loughren) Motion carried 4 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending August 31, 2019 were reviewed.

No Public Expression.

Budget & Finance Committee – no report.

Services & Programs Committee – no report.

Personnel Committee – no report.

Bylaws & Policies Committee – no report.

After review, a motion was made to accept the Director's Report dated September 9, 2019. (Mitchell, Kieffer) Motion carried 4 – 0.

The statistics and circulation figures for July & August 2019 were reviewed.

After review, a motion was made to accept the Personnel Report dated September 9, 2019. (Loughren, Mitchell) Motion carried 4 – 0.

The Patron Services Department Head report was reviewed.

An updated Staff Directory was reviewed.

New Library Website Proposals were reviewed.

A motion was made to approve the proposal from Library Market for a new library website, brand and logo, not to exceed \$36,000. (Kieffer, Mitchell) Motion carried 4 – 0.

A motion was made to approve the proposed amendments to the Library's Circulation and Fees Policy which include new loan rules for vinyl records, lawn, board & video games and special library items. (Loughren, Mitchell) Motion carried 4 – 0.

A motion was made to approve Director Jennifer Fowler, Head of Patron Services, Tim Sicurella and Business Manager Jody D'Ambrosio to attend the 2019 NYLA Annual Conference in Saratoga, NY from November 13-15, 2019, expenses not to exceed \$3,000. (Loughren, Mitchell) Motion carried 4 – 0.

A motion was made to approve the disposal of equipment. (Kieffer, Mitchell) Motion carried 4 – 0.

Correspondence letter from Sue Devore was reviewed.

Correspondence letter from Angie Carpenter and George Munkenbeck was reviewed.

Correspondence letter from William J. Lindsay III was reviewed.

The calendar of events for September and October 2019 were reviewed.

A motion was made to approve the meeting room application for the Positive Empowerment Group. (Loughren, Mitchell) Motion carried 4 – 0.

A motion was made to approve the meeting room application for the Kids Run Long Island. (Kieffer, Mitchell) Motion carried 4 – 0.

A motion was made at 8:18 to enter executive session to discuss the medical condition of an employee. (Loughren, Mitchell) Motion carried 4 – 0.

A motion was made at 9:19 PM to exit Executive Session. (Kieffer) Motion carried 4 – 0.

The next regular meeting of the Library Board will be held on Tuesday, October 15, 2019 at 7:00 PM.

A motion was made to adjournment the meeting at 9:21 pm. (Kieffer) Motion carried 4 – 0.

Debra Mitchell
Board Secretary



DEPUTY SECRETARY