



**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Monday, May 11, 2020
via Zoom Meeting ID 934-8183-8586**

PRESENT:

Marianne Bastian
Joseph Loughren
Linda Halliday
Louisa Kieffer
Debra Mitchell
Jennifer Fowler, Director
Robert Goykin, Assistant Director
Jody D'Ambrosio, Business Manager

Library Board President Marianne Bastian called the meeting to order at 7:05 PM.

After review, a motion was made to approve the Minutes of the April 13, 2020 Regular Board Meeting. (Halliday, Loughren) Motion carried 5 – 0.

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

After review, a motion was made to approve the May 1-10, 2020 authorization list.
(Kieffer, Halliday) Motion carried 5 – 0.

After review, a motion was made to approve the April 14-30, 2020 Prepaid authorization list.
(Halliday, Loughren) Motion carried 5 – 0.

After review, a motion was made to approve the April 2020 Payroll Warrant as presented by L. Kieffer. (Loughren, Halliday) Motion carried 5 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending April 30, 2020 were reviewed.

After review, a motion was made to accept the Director's Report dated May 11, 2020.
(Kieffer, Loughren) Motion carried 5 – 0.

The statistics and circulation figures for April 2020 were reviewed.

After review, a motion was made to accept the Personnel Report for April 2020.
(Halliday, Loughren) Motion carried 5 – 0.

A report from the Department Heads was reviewed.

The Assistant Director's Report was reviewed.

After review, a motion was made to approve the revised 2020-2021 Proposed Operating Budget.
(Loughren, Kieffer) Motion carried 5 – 0.

The Trustee election was discussed.

After review and due to Covid-19, a motion was made to require only one authorized signer on checks over \$10,000 effective retroactively to March 18, 2020. Additionally, the bank will be notified each time a check over \$10,000 is signed, at which time they will verify over the phone with the Trustee who would traditionally be the second signer.
(Mitchell, Kieffer) Motion carried 5 – 0.

After review, a motion was made to eliminate all future Library fines for overdue items with the exception of Museum passes, Library of Things collection, Vinyl Records and other materials at the discretion of the Library Director. (Halliday, Loughren) Motion carried 5 – 0.

Correspondence from the Weglarz family was shared.

Correspondence from Shirley Thomson was shared.

A motion was made at 8:45 PM to enter executive session to discuss union contract. (Halliday, Mitchell) Motion carried 5 – 0.

A motion was made at 9:14 PM to exit Executive Session. (Loughren, Halliday) Motion carried 5 – 0.

Due to the COVID-19 pandemic, a motion was made to allow full-time employees to carry over up to 35 hours of unused annual leave to the 2020-2021 fiscal year in addition to the maximum allowed in accordance with the contractual union agreement. Part-time employees may carry over up to 7 hours of unused annual leave year to the 2020-2021 fiscal in addition to the maximum allowed in accordance with the contractual union agreement.
(Halliday, Mitchell) Motion carried 5 – 0.

The next regular meeting of the Library Board will be held on Monday, June 8, 2020 at 7:00 PM.

A motion was made to adjournment the meeting at 9:18 pm. (Halliday) Motion carried 5 – 0.



Debra Mitchell
Board Secretary