

DRAFT

**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Monday, November 9, 2020**

PRESENT:

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

ABSENT WITH EXCUSE:

Debra Mitchell

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 October 13, 2020 Regular Board Meeting. (Kieffer, Halliday) Motion carried 4 – 0.

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

After review, a motion was made to approve the November 1-9, 2020 authorization list. (Halliday, Kieffer) Motion carried 4 – 0.

After review, a motion was made to approve the October 14-31, 2020 Prepaid authorization list. (Halliday, Loughren) Motion carried 4 – 0.

After review, a motion was made to approve the November 1-9, 2020 Capital Fund authorization list. (Halliday, Loughren) Motion carried 4 – 0.

After review, a motion was made to approve the October 2020 Payroll Warrant as presented by L. Kieffer. (Halliday, Loughren) Motion carried 4 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending October 31, 2020 were reviewed.

After review, a motion was made to accept the Director's Report dated November 9, 2020. (Halliday, Kieffer) Motion carried 4 – 0.

The statistics and circulation figures for October 2020 were reviewed.

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

A report from the Local History Librarian was reviewed.

The Assistant Director's Report was reviewed.

The conversion from Sage to Quickbooks was presented and discussed.

After review, a motion was made to approve the Soliciting, Fundraising, Petitioning & Campaigning Policy. (Halliday, Kieffer) Motion carried 4 - 0.

The SCLS Trustee Election was reviewed.

After review, the SCLS 2021 Operating Budget was approved. (Loughren, Halliday) Motion carried 4 - 0.

Correspondence from James Bertsch was shared.

The calendar of events for November and December 2020 were reviewed.

The next regular meeting of the Library Board will be held on Monday, December 14, 2020 at 7:00 PM via Zoom.

A motion was made to adjournment the meeting at 8:38 pm. (Halliday) Motion carried 4 - 0.

Debra Mitchell
Board Secretary