MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Monday, April 11, 2022

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

ABSENT:
Debra Mitchell

Library Board President Marianne Bastian called the meeting to order at 7:02 PM.

After review, a motion was made to approve the Minutes of the March 14, 2022 Regular Board Meeting. (Kieffer, Halliday) Motion carried 4 – 0.

After review, a motion was made to accept the Agenda with an amendment to include correspondence under Section IX. (Loughren, Kieffer) Motion carried 4 – 0.

After review, a motion was made to approve the April 1-11, 2022 Authorization list. (Loughren, Halliday) Motion carried 4 – 0.

After review, a motion was made to approve the March 15-31, 2022 Prepaid Authorization list. (Halliday, Kieffer) Motion carried 4 – 0.

After review, a motion was made to approve the April 1-11, 2022 Capital Fund Authorization list. (Halliday, Loughren) Motion carried 4 – 0.

After review, a motion was made to approve the March 2022 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 March 31, 2022 were reviewed.

After review, a motion was made to accept the Director’s Report dated April 11, 2022. (Halliday, Kieffer) Motion carried 4 – 0.

The statistics and circulation figures for March 2022 were reviewed.

A report from the Head of Community Outreach Department was reviewed.

After review, a motion was made to accept the Personnel Report for April 2022. (Loughren, Halliday) Motion carried 4 – 0.
The Assistant Director's Report was reviewed.

An update of the LED Lighting Project was presented.

After review, a motion was made to authorize the destruction of records in attached list. (Kieffer, Loughren) Motion carried 4 – 0.

Correspondence from Letters of Love Global was reviewed.

The calendar of events for April 2022 and May 2022 were reviewed.

A motion was made at 8:19 PM to enter Executive Session to discuss legal matters. (Halliday, Loughren) Motion carried 4 – 0.

A motion was made at 8:37 PM to exit Executive Session. (Halliday, Loughren) Motion carried 4 – 0.

A motion was made to accept the agreement between Sayville Library and Assistant Director Robert Goykin. (Loughren, Halliday) Motion carried 4 – 0.

The next regular meeting of the Library Board will be held on Monday, May 9, 2022 at 7:00 PM.

A motion was made to adjournment the meeting at 8:41 pm. (Halliday) Motion carried 4 – 0.

Respectfully Submitted
Jennifer Fowler, Director

As taken by
Jody D'Ambrosio

Debra Mitchell
Board Secretary
# Records Destruction Authorization

<table>
<thead>
<tr>
<th>Record Series</th>
<th>Dates of Records</th>
<th>Schedule Item</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrants Authorization</td>
<td>1988-1989</td>
<td>MI-1 5. [234]</td>
<td>20 years – Box 31a</td>
</tr>
<tr>
<td>Payroll Reports</td>
<td>2005, 2013/14, 2014/15</td>
<td>MI-1 291</td>
<td>6 years - Box 122, 216, 237, 259</td>
</tr>
<tr>
<td>Leave Requests</td>
<td>2013, 2014/15</td>
<td>MI-1 312</td>
<td>6 years – Box 216, 217, 237, 259</td>
</tr>
<tr>
<td>Newsletter Mailings</td>
<td>1998-2012</td>
<td>603</td>
<td>6 years – Box 244</td>
</tr>
<tr>
<td>Lost Item Receipts</td>
<td>2011-14</td>
<td>MI-1 504</td>
<td>6 years – Box 247</td>
</tr>
<tr>
<td>Administration Office Files</td>
<td>2012</td>
<td>MI-1 735</td>
<td>6 years – Box 248, 249</td>
</tr>
<tr>
<td>Employment Applications &amp; Resumes</td>
<td>2010-14</td>
<td>MI-1 337</td>
<td>4 years – Box 272</td>
</tr>
<tr>
<td>Petty Cash Receipts</td>
<td>2007-2015</td>
<td>MI-1 203</td>
<td>6 years – Box 259</td>
</tr>
<tr>
<td>Position Control</td>
<td>1999-2013</td>
<td>MI-1 744</td>
<td>6 years - Box 258</td>
</tr>
<tr>
<td>1099’s</td>
<td>2000-2012</td>
<td>MI-1 17. [237]</td>
<td>6 years - Box 258</td>
</tr>
<tr>
<td>Accident Reports</td>
<td>2006-2001</td>
<td>MI-1 246</td>
<td>6 years - Box 258</td>
</tr>
<tr>
<td>Health Insurance Reports</td>
<td>2007-2011</td>
<td>MI-1 246</td>
<td>6 years - Box 258</td>
</tr>
<tr>
<td>Audit</td>
<td>2012/13, 2013/14</td>
<td>MI-1 214</td>
<td>6 years – Box 238</td>
</tr>
</tbody>
</table>

Destruction authorized by:

Project Manager  Jennifer T. Fowler  Date 3/25/22

Records Management Officer  Josephine Castronovo  Date 3/25/22

Sayville Library Board of Trustees  Patricia C. Brown  Date 4/11/22

Destruction certified by:

Witness  Paul Akmentic  Date 4/13/22