

**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.

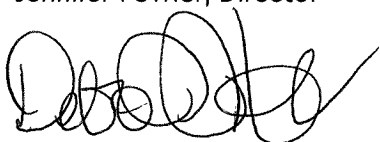
A motion was made to accept the agreement between Sayville Library and Assistant Director Robert Goykin. (Loughren, Halliday) Motion carried 4 - 0.

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

Record Series	Dates of Records	Schedule Item	Retention
Warrants Authorization	1988-1989	MI-1 5. [234]	20 years – Box 31a
Payroll Reports	2005, 2013/14, 2014/15	MI-1 291	6 years - Box 122, 216, 237, 259
Bank Deposits	2012, 2014-15, 2015-16	MI-1 223	6 years – Box 215, 230, 276, 277
Leave Requests	2013, 2014/15	MI-1 312	6 years – Box 216, 217, 237, 259
Cash Disbursement Journals	1990, 1996, 1997, 2005, 2006, 2014	MI-1 217	6 years – Box 219, 239
Budget Preparation	2003/2004, 2010/2011	MI-1 46	6 years – Box 220
Invoices	2012-2013, 2013-14, 2014-15	MI-1 5.[501]	6 years – Box 232, 233, 234, 235, 236, 260, 261, 262, 263, 264, 280, 281, 282, 283, 284, 285, 286
Peachtree Reports/Financial Reports	2004-05, 2013, 2014-15	MI-1 199	6 years – Box 239, 240, 247, 276
Newsletter Mailings	1998-2012	603	6 years – Box 244
Lost Item Receipts	2011-14	MI-1 504	6 years – Box 247
Administration Office Files	2012	MI-1 735	6 years – Box 248, 249
Employment Applications & Resumes	2010-14	MI-1 337	4 years – Box 272
Petty Cash Receipts	2007-2015	MI-1 203	6 years – Box 259
Position Control	1999-2013	MI-1 744	6 years - Box 258
1099's	2000-2012	MI-1 17. [237]	6 years - Box 258
Accident Reports	2006-2001	MI-1 246	6 years - Box 258
Health Insurance Reports	2007-2011	MI-1 246	6 years - Box 258
Audit	2012/13, 2013/14	MI-1 214	6 years – Box 238

Destruction authorized by:

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

Records Management Officer Sayin Thomas Date 3/25/22

Sayville Library Board of Trustees M. Prud'homme Date 4/11/22

Destruction certified by:

Witness Paul AKMENTIN Date 4/13/22