



**MINUTES OF THE REORGANIZATION MEETING OF THE  
BOARD OF TRUSTEES OF SAYVILLE LIBRARY  
Monday, July 11, 2022**

**PRESENT:**

Marianne Bastian  
Joseph Loughren  
Debra Mitchell  
Louisa Kieffer  
Linda Halliday  
Jennifer Fowler, Director  
Jody D'Ambrosio, Business Manager  
John Stahlberg, Treasurer

**Also Present:** Julie Vaccaro, District Clerk

Julie Vaccaro, District Clerk called the meeting to order at 7:03 PM.

Julie Vaccaro swore in re-elected Trustee Joseph Loughren.

District Clerk Vaccaro called for nomination for President. Linda Halliday nominated Joseph Loughren for President of the Board, Debra Mitchell seconded. There were no other nominations. The vote was unanimous in favor of Joseph Loughren.

Board President Bastian called for nominations for Vice President. Linda Halliday nominated Marianne Bastian for Vice President of the Board, Debra Mitchell seconded. There were no other nominations. The vote was unanimous in favor of Marianne Bastian.

Board President Bastian called for nominations for Secretary. Louisa Kieffer nominated Debra Mitchell for Secretary of the Board, Linda Halliday seconded. There were no other nominations. The vote was unanimous in favor of Debra Mitchell.

A motion was made to continue the appointment of Mr. John Stahlberg as Library Treasurer at a monthly stipend of \$150.00. (Halliday, Kieffer) Motion carried 5 – 0.

Julie Vaccaro swore in re-appointed Treasurer John Stahlberg.

A motion was made to continue the appointment of Mrs. Patricia Osarchuk as Deputy Treasurer at a monthly stipend of \$150.00 if required to step in for Treasurer. (Halliday, Mitchell) Motion carried 5 – 0.

A motion was made to continue the appointment of Mr. Eric Hofmeister for Internal Auditor at a monthly stipend of \$150.00 if work is required. (Loughren, Halliday) Motion carried 5 – 0.

Board President Bastian appointed Louisa Kieffer as Deputy Secretary of the Board.

Director Fowler recommended a motion to approve Kevin Seaman, ESQ as Library Legal Counsel for fiscal year 2022-2023. (Bastian, Kieffer) Motion carried 5 – 0.

Director Fowler recommended a motion for approval of the accounting firm of Baldessari & Coster to perform the Annual Audit of the Library's financial statements for the fiscal year ending June 30, 2023. (Halliday, Mitchell) Motion carried 5 – 0.

Director Fowler recommended a motion to approve EPIC Insurance Brokers & Consultants as Library insurance agent for fiscal year 2022-2023. (Halliday, Kieffer) Motion carried 5 – 0.

A motion was made to approve the *Suffolk County News and Newsday* as the official Newspapers of Record for the Sayville Library. (Halliday, Mitchell) Motion carried 5 – 0.

Standing Committee assignments will be as follows:

Budget & Finance	Bastian & Halliday
Services & Programs	Kieffer & Mitchell
Personnel	Kieffer & Mitchell
Policies & By-Laws	Bastian & Halliday

A motion was made to approve the *Circulation Policies & Fines and Fees* as presented in Exhibit F. (Halliday, Loughren) Motion carried 5 – 0.

A motion was made to approve the Designation of Depository Accounts for 2022-2023 fiscal year as presented in Exhibit G. (Kieffer, Halliday) Motion carried 5 – 0.

A motion was made to approve the Designation of Checking Account Signatories for 2022-2023 fiscal year to be Linda Halliday and Debra Mitchell as presented in Exhibit H. (Kieffer, Loughren) Motion carried 5 – 0.

A motion was made to approve the time and place of regular board meetings for fiscal year 2022-2023 as presented in Exhibit I. (Kieffer, Mitchell) Motion carried 5 – 0.

A motion was made to approve the calendar of holidays and closed dates for fiscal year 2022-2023 as presented in Exhibit J. (Halliday, Loughren) Motion carried 5 – 0.

The *Financial Policies of Sayville Library* were reviewed.

A motion was made to approve the amendments to the Financial Operations & Internal Controls policy. (Halliday, Kieffer) Motion carried 5 – 0.

A motion was made to approve the amendments to the Credit Card policy. (Halliday, Mitchell) Motion carried 5 – 0.

A motion was made to approve the amendments to the Room Naming policy. (Mitchell, Halliday) Motion carried 5 – 0.

*Open Meetings Law* was reviewed.

*By-Laws of the Sayville Library Board of Trustees* was reviewed.

*Sayville Library Code of Ethics Policy* was reviewed.

*Sayville Library Procurement Policy* was reviewed.

*Sayville Library Health Emergency Plan* was reviewed.

Board President Bastian appointed Debra Mitchell and Louisa Kieffer to review Payroll Warrants for fiscal year 2022-2023.

*Conflict of Interest Policy* was reviewed and signed by Board members.

A motion was made to adjourn the meeting at 7:55 PM. (Halliday) Motion carried 5 – 0.

Respectfully Submitted  
Jennifer Fowler, Director

As taken by  
Jody D'Ambrosio



Debra Mitchell  
Board Secretary