



**MINUTES OF THE SAYVILLE LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday, September 12, 2022**

**PRESENT:**

Marianne Bastian  
Joseph Loughren  
Linda Halliday  
Debra Mitchell  
Louisa Kieffer (left early)  
Jennifer Fowler, Director  
Jody D'Ambrosio, Business Manager

Ivan Carrasquillo, Director of FM Services, *The Facilities Management Group*

Library Board President Joseph Loughren called the meeting to order at 7:05 PM.

After review, a motion was made to approve the Minutes of the July 11, 2022 Reorganization Board Meeting. (Halliday, Kieffer) Motion carried 5 – 0.

After review, a motion was made to approve the Minutes of the July 11, 2022 Regular Board Meeting. (Bastian, Halliday) Motion carried 5 – 0.

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

A motion was made at 7:07 PM to enter Executive Session to discuss contract issues. (Kieffer, Halliday) Motion carried 5 – 0.

A motion was made at 7:44 PM to exit Executive Session. (Halliday, Mitchell) Motion carried 5 – 0.

After review, a motion was made to approve the September 1-12, 2022 Authorization list. (Mitchell, Halliday) Motion carried 5 – 0.

After review, a motion was made to approve the August 9-31, 2022 Prepaid Authorization list. (Halliday, Kieffer) Motion carried 5 – 0.

After review, a motion was made to approve the September 1-12, 2022 Capital Fund Authorization list. (Kieffer, Mitchell) Motion carried 5 – 0.

After review, a motion was made to approve the July 2022 Payroll Warrant as presented by L. Kieffer. (Halliday, Bastian) Motion carried 5 – 0.

After review, a motion was made to approve the August 2022 Payroll Warrant as presented by D. Mitchell. (Halliday, Bastian) Motion carried 5 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending August 31, 2022 were reviewed.

The Director's Report dated September 12, 2022 was reviewed.

The statistics and circulation figures for July and August 2022 were reviewed.

A report from the Head of Youth Services was reviewed.

After review, a motion was made to accept the Personnel Report for September 2022. (Bastian, Halliday) Motion carried 5 – 0.

The Assistant Director's Report was reviewed.

The Buildings and Grounds Report was reviewed.

After review, a motion was made to approve the amendments to Library's Procurement Policy. (Halliday, Mitchell) Motion carried 4 – 0.

A motion was made to approve three staff members to attend the NYLA Annual Conference in Saratoga, NY from November 2-5, 2022, expenses not to exceed \$3,600. (Bastian, Mitchell) Motion carried 4 – 0.

A motion was made to transfer \$500.00 from the Library of Things budget line to a new budget line for Board Games. (Mitchell, Halliday) Motion carried 4 – 0.

A motion was made to un-commit Capital funds for Technology Upgrades and Building Maintenance & Repair with a retroactive date of June 30, 2022. (Bastian, Halliday) Motion carried 4 – 0.

A motion was made to commit the following Capital funds:  
(Halliday, Mitchell) Motion carried 4 – 0.

Technology Upgrade	\$100,000
Building Maintenance & Repair	\$50,000
Digital Security Cameras	\$26,000
Building Improvements	\$80,000

The SCLS Trustee Nominating Caucus was reviewed.

After discussion, the Meeting room request from Woman's Group was approved. (Halliday, Mitchell) Motion carried 4 – 0.

The Suffolk County News Article – Library's Addiction Resources was reviewed.

The Suffolk County News Islip Libraries Advertisement was reviewed.

The calendar of events for September 2022 and October 2022 were reviewed.

The next regular meeting of the Library Board will be held on Tuesday, October 11, 2022 at 7:00 PM.

A motion was made to adjournment the meeting at 9:07 PM. (Halliday) Motion carried 4 - 0.

Respectfully Submitted  
Jennifer Fowler, Director

As taken by  
Jody D'Ambrosio

Debra Mitchell  
Board Secretary

*Louisa Kieffer*  
DEPUTY SECRETARY