



**MINUTES OF THE SAYVILLE LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday, November 14, 2022**

**PRESENT:**

Joseph Loughren  
Debra Mitchell  
Linda Halliday  
Louisa Kieffer  
Jennifer Fowler, Director  
Timothy Sicurella, Assistant Director  
Jody D'Ambrosio, Business Manager

**ABSENT WITH EXCUSE:**

Marianne Bastian

Library Board President Joseph Loughren called the meeting to order at 7:10 PM.

After review, a motion was made to approve the Minutes of the October 11, 2022 Regular Board Meeting. (Kieffer, Halliday) Motion carried 4 - 0.

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

After review, a motion was made to approve the November 1-14, 2022 Authorization list. (Kieffer, Mitchell) Motion carried 4 - 0.

After review, a motion was made to approve the October 12-31, 2022 Prepaid Authorization list. (Halliday, Mitchell) Motion carried 4 - 0.

After review, a motion was made to approve the October 12-31, 2022 Prepaid Capital Fund Authorization list. (Halliday, Kieffer) Motion carried 4 - 0.

After review, a motion was made to approve the November 1-14, 2022 Capital Fund Authorization list. (Kieffer, Halliday) Motion carried 4 - 0.

After review, a motion was made to approve the October 2022 Payroll Warrant as presented by L. Kieffer. (Mitchell, Halliday) Motion carried 4 - 0.

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

The Director's Report dated November 14, 2022 was reviewed.

The statistics and circulation figures for October 2022 were reviewed.

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

The Assistant Director's Report was reviewed.

After review, a motion was made to approve the 2023 SCLS Proposed Budget. (Halliday, Kieffer) Motion carried 4 - 0.

After review, a motion was made to approve the Notary Policy. (Mitchell, Halliday) Motion carried 4 - 0.

After review, the approval of a new Trip Waiver Form was tabled for future discussion.

A motion was made to approve the purchase of 15 new desktop computers from Dell at a cost of \$11,835.57. (Mitchell, Halliday) Motion carried 4 - 0.

A motion was made to approve the purchase of Cabinetry and Furniture for the Makerspace from A.R. Kropp & Sons at a cost of \$40,419.60. (Mitchell, Kieffer) Motion carried 4 - 0.

A motion was made to approve R&D Carpet & Tile Corp to install flooring for the Makerspace not to exceed a cost of \$8,000.00. (Halliday, Mitchell) Motion carried 4 - 0.

A Thank you card from an Islip Patron was reviewed.

After discussion, the Meeting room request from The Neighborhood House was approved. (Halliday, Mitchell) Motion carried 4 - 0.

The calendar of events for November 2022 and December 2022 were reviewed.

A motion was made at 8:55 PM to enter Executive Session to discuss legal matters. (Kieffer, Mitchell) Motion carried 4 - 0.

A motion was made at 9:07 PM to exit Executive Session. (Kieffer, Mitchell) Motion carried 4 - 0.

The next regular meeting of the Library Board will be held on Monday, December 12, 2022 at 7:00 PM.

A motion was made to adjournment the meeting at 9:08 PM. (Halliday) Motion carried 4 - 0.

Respectfully Submitted  
Jennifer Fowler, Director

As taken by  
Jody D'Ambrosio



Debra Mitchell  
Board Secretary