



**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Monday, April 10, 2023**

PRESENT:

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

Library Board President Joseph Loughren called the meeting to order at 7:04 PM.

After review, a motion was made to approve the Minutes of the March 13, 2023 Regular Board Meeting. (Halliday, Kieffer) Motion carried 5 – 0.

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

After review, a motion was made to approve the April 1-10, 2023 Authorization list. (Halliday, Kieffer) Motion carried 5 – 0.

After review, a motion was made to approve the March 14-31, 2023 Prepaid Authorization list. (Kieffer, Halliday) Motion carried 5 – 0.

After review, a motion was made to approve the April 1-10, 2023 Capital Fund Authorization list. (Bastian, Mitchell) Motion carried 5 – 0.

After review, a motion was made to approve the March 2023 Payroll Warrant as presented by L. Kieffer. (Halliday, Bastian) Motion carried 5 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending March 31, 2023 were reviewed.

The Director's Report dated April 10, 2023 was reviewed.

The statistics and circulation figures for March 2023 were reviewed.

A report from the Head of Patron Services was reviewed.

After review, a motion was made to accept the Personnel Report for April 2023. (Halliday, Kieffer) Motion carried 5 – 0.

The Assistant Director's Report was reviewed.

The Buildings and Grounds Report was reviewed.

Opportunities for Trustee training was discussed.

After review, a motion was made to authorize the destruction of records in attached list. (Bastian, Kieffer) Motion carried 5 - 0.

After review, a motion was made to approve the amendments to the Circulation Policy. (Halliday, Mitchell) Motion carried 5 - 0.

After review, a motion was made to approve the amendments to the Library Cards Policy. (Halliday, Bastian) Motion carried 5 - 0.

After discussion, a motion was made to approve the native garden installation by Bayport Flower Houses, Inc. at a cost not to exceed \$10,000. (Halliday, Bastian) Motion carried 5 - 0.

After discussion, a motion was made to approve R&D Carpet & Tile Corp. to install new flooring and carpet in the Portico Room, Elevator and section of Adult Services Department not to exceed a cost of \$21,000.

A note from the Sayville Garden Club regarding their donation for Native Garden was acknowledged. 5 - 0.

The calendar of events for April 2023 and May 2023 were reviewed.

The next regular meeting of the Library Board will be held on Monday, May 8, 2023 at 7:00 PM.

A motion was made to adjournment the meeting at 8:41 PM. (Mitchell) Motion carried 5 - 0.

Respectfully Submitted
Jennifer Fowler, Director

As taken by
Jody D'Ambrosio



Debra Mitchell
Board Secretary

Records Destruction Authorization 2023

Record Series	Dates of Records	Schedule Item	Retention
Bank Statements	2008-2016	MI-1 217	6 years – Box 278
Invoices	2015-2016	MI-1 5.[501]	6 years – Box 295, 296, 297, 298, 299, 300

Destruction authorized by:

Project Manager Jennifer Fowler Date 4-4-23

Records Management Officer Jaymie Moore Date 4-4-23

Sayville Library Board of Trustees  Date 4-10-23

Destruction certified by:

Witness Security  Date 4/15/23

Paul AKMENTIN 4/15/23