



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

PRESENT:

Joseph Loughren
Louisa Kieffer
Linda Halliday
Jennifer Fowler, Director
Timothy Sicurella, Assistant Director
Jody D'Ambrosio, Business Manager
John Stahlberg, Treasurer

ABSENT WITH EXCUSE:

Marianne Bastian
Debra Mitchell

Also Present: Kevin Seaman, Esquire – Library Attorney

Kevin Seaman, Library attorney called the meeting to order at 7:04 PM.

Marianne Bastian will be sworn in at a later date.

Library attorney Kevin Seaman called for nomination for President. Linda Halliday nominated Joseph Loughren for President of the Board, Louisa Kieffer seconded. There were no other nominations. The vote was unanimous in favor of Joseph Loughren.

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

Board President Loughren called for nominations for Secretary. Joseph Loughren 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 \$200.00. (Halliday, Kieffer) Motion carried 3 – 0.

Kevin Seaman 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 \$200.00 if required to step in for Treasurer. (Halliday, Kieffer) Motion carried 3 – 0.

Patricia Osarchuk will be sworn in at a later date.

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. (Kieffer, Halliday) Motion carried 3 – 0.

Board President Loughren 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 2023-2024. (Kieffer, Halliday) Motion carried 3 – 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, 2024. (Kieffer, Halliday) Motion carried 3 – 0.

Director Fowler recommended a motion to approve EPIC Insurance Brokers & Consultants as Library insurance agent for fiscal year 2023-2024. (Halliday, Kieffer) Motion carried 3 – 0.

A motion was made to approve the *Suffolk County News* as the official Newspaper of Record for the Sayville Library. (Kieffer, Halliday) Motion carried 3 – 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. (Kieffer, Halliday) Motion carried 3 – 0.

A motion was made to approve the Designation of Depository Accounts for 2023-2024 fiscal year as presented in Exhibit G. (Halliday, Kieffer) Motion carried 3 – 0.

A motion was made to approve the Designation of Checking Account Signatories for 2023-2024 fiscal year to be Linda Halliday and Debra Mitchell as presented in Exhibit H. (Kieffer, Halliday) Motion carried 3 – 0.

A motion was made to approve the time and place of regular board meetings for fiscal year 2023-2024 as presented in Exhibit I. (Halliday, Kieffer) Motion carried 3 – 0.

A motion was made to approve the calendar of holidays and closed dates for fiscal year 2023-2024 as presented in Exhibit J. (Kieffer, Halliday) Motion carried 3 – 0.

Board President Loughren appointed Debra Mitchell and Louisa Kieffer to review Payroll Warrants for fiscal year 2023-2024.

The *Financial Policies of Sayville Library* were reviewed.

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.

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

A motion was made to adjourn the meeting at 7:24 PM. (Halliday) Motion carried 3 - 0.

Respectfully Submitted
Jennifer Fowler, Director

As taken by
Jody D'Ambrosio

A handwritten signature in black ink, appearing to read 'Debra Mitchell', written in a cursive style.

Debra Mitchell
Board Secretary