

**DRAFT**

**MINUTES OF THE SAYVILLE LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday, September 11, 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 7:05 PM.

A moment of Silence was taken in remembrance of September 11, 2001.

After review, a motion was made to approve the Minutes of the July 10, 2023 Reorganization Board Meeting. (Kieffer, Halliday) Motion carried 5 – 0.

After review, a motion was made to approve the Minutes of the July 10, 2023 Regular Board Meeting. (Mitchell, Halliday) Motion carried 5 – 0.

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

After review, a motion was made to approve the August 1-14, 2023 Authorization list. (Kieffer, Halliday) Motion carried 5 – 0.

After review, a motion was made to approve the July 11-31, 2023 **Prepaid** Authorization list. (Mitchell, Halliday) Motion carried 5 – 0.

After review, a motion was made to approve the August 1-14, 2023 **Capital** Fund Authorization list. (Bastian, Mitchell) Motion carried 5 – 0.

After review, a motion was made to approve the September 1-11, 2023 Authorization list. (Kieffer, Bastian) Motion carried 5 – 0.

After review, a motion was made to approve the August 15-31, 2023 **Prepaid** Authorization list. (Bastian, Mitchell) Motion carried 5 – 0.

After review, a motion was made to approve the September 1-11, 2023 **Capital** Fund Authorization list. (Halliday, Bastian) Motion carried 5 – 0.

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

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

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

The Director's Report dated September 11, 2023 was reviewed.

The statistics and circulation figures for July & August 2023 were reviewed.

A report from the Head of Youth Services was reviewed.

After review, a motion was made to approve the Personnel report for September 2023. (Halliday, Mitchell) Motion carried 5 – 0.

The Assistant Director's Report was reviewed.

The Buildings and Grounds Report was reviewed.

After discussion, a motion was made to uncommit \$25k for Geothermal Well Cleaning from General Fund. (Bastian, Kieffer) Motion carried 5 – 0.

After discussion, a motion was made to transfer \$25k from General Fund to Capital Fund to cover Geothermal Well Cleaning Expense. (Halliday, Bastian) Motion carried 5 – 0.

An amendment to the Bylaws was presented and reviewed.

After review, a motion was made to approve the amendments to the Library's Notary Policy. (Mitchell, Halliday) Motion carried 5 – 0.

After review, a motion was made to approve the Library's new Recording Equipment Policy. (Kieffer, Bastian) Motion carried 5 – 0.

After discussion, a motion was made to retroactively approve the purchase of new computers at a cost not to exceed \$9,124.28 as of 08/14/23. (Halliday, Kieffer) Motion carried 5 – 0.

The SCLS Trustee Nominating Caucus was presented.

A thank you from the Long Island Coalition for the Homeless was reviewed.

A thank you from the Retired Senior Volunteer Program was reviewed.

A Suffolk County News Ad from 9/7/23 was reviewed.

A Suffolk County News Article featuring the Native Plantings Garden from 7/20/23 was reviewed.

The calendar of events for September 2023 and October 2023 were reviewed.

The next regular meeting of the Library Board will be held on Tuesday, October 10, 2023 at 7:00 PM.

A motion was made to adjournment the meeting at 8:43 PM. (Halliday)

Motion carried 5 – 0.

Respectfully Submitted  
Jennifer Fowler, Director

As taken by  
Jody D'Ambrosio

Debra Mitchell  
Board Secretary