



**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Monday, November 13, 2023**

PRESENT:

Joseph Loughren
Marianne Bastian
Debra Mitchell
Louisa Kieffer
Jennifer Fowler, Director
Timothy Sicurella, Assistant Director
Jody D'Ambrosio, Business Manager
Al Coster, Baldessari & Coster
John Stahlberg, Library Treasurer

ABSENT WITH EXCUSE:

Linda Halliday

Library Board President Joseph Loughren called the meeting to order at 7:02 PM.

After review, a motion was made to approve the Minutes of the October 10, 2023 Regular Board Meeting. (Kieffer, Mitchell) Motion carried 4 – 0.

After review, a motion was made to approve the Minutes of the October 16, 2023 Special Board Meeting. (Bastian, Kieffer) Motion carried 4 – 0.

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

After review, a motion was made to approve the November 1-13, 2023 Authorization list. (Kieffer, Mitchell) Motion carried 4 – 0.

After review, a motion was made to approve the October 11-31, 2023 **Prepaid** Authorization list. (Bastian, Kieffer) Motion carried 4 – 0.

After review, a motion was made to approve the November 1-13, 2023 **Capital** Fund Authorization list. (Mitchell, Bastian) Motion carried 4 – 0.

After review, a motion was made to approve the October 11-31, 2023 **Prepaid Capital** Fund Authorization list. (Mitchell, Bastian) Motion carried 4 – 0.

After review, a motion was made to approve the October 2023 Payroll Warrant as presented by L. Kieffer. (Bastian, Mitchell) Motion carried 4 – 0.

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

The Director's Report dated November 13, 2023 was reviewed.

The statistics and circulation figures for October 2023 were reviewed.

A report from the Adult Program Coordinator was reviewed.

A report from the Outreach Services Department Head was reviewed.

After review, a motion was made to approve the Personnel report for November 2023. (Mitchell, Kieffer) Motion carried 4 - 0.

The Assistant Director's Monthly Sustainability Report was reviewed.

The Buildings and Grounds Report was reviewed.

After review, a motion was made to approve the 2024 SCLS Proposed Budget. (Kieffer, Bastian) Motion carried 4 - 0.

After a review led by Al Coster from Baldessari & Coster, LLP, a motion was made to approve the Financial Statement for the Fiscal Year ending June 30, 2023. (Bastian, Kieffer) Motion carried 4 - 0.

Candidates for SCLS Trustee were reviewed and ballots were cast.

After discussion, a motion was made to accept the Program Management Services proposal from The Facilities Management Group for Mechanical Systems Upgrades at a cost not to exceed \$30k for phase 1 and \$80k for phase 2. (Bastian, Mitchell) Motion carried 4 - 0.

After review, a motion was made to approve the amendments to the Library's Circulation Loan Rules. (Kieffer, Mitchell) Motion carried 4 - 0.

The 2024 Live-brary.com download cost was reviewed.

A thank you note from a patron was reviewed.

The calendar of events for November 2023 and December 2023 were reviewed.

The next regular meeting of the Library Board will be held on Monday, December 11, 2023 at 7:00 PM.

A motion was made to adjournment the meeting at 9:18 PM. (Bastian)
Motion carried 4 - 0.

Respectfully Submitted
Jennifer Fowler, Director

As taken by
Jody D'Ambrosio



Debra Mitchell
Board Secretary