



**MINUTES OF THE SAYVILLE LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday, June 10, 2024**

**PRESENT:**

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

**GUEST:**

Claudia Carpenter

Library Board President Joseph Loughren called the meeting to order at 7:05 PM.

After review, a motion was made to approve the Minutes of the May 13, 2024 Regular Board Meeting. (Kieffer, Mitchell) Motion carried 4 – 0.

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

After review, a motion was made to approve the June 1-10, 2024 Authorization list. (Kieffer, Mitchell) Motion carried 4 – 0.

After review, a motion was made to approve the May 14-31, 2024 **Prepaid** Authorization list. (Bastian, Mitchell) Motion carried 4 – 0.

After review, a motion was made to approve the June 1-10, 2024 **Capital** Fund Authorization list. (Bastian, Mitchell) Motion carried 4 – 0.

After review, a motion was made to approve the May 2024 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 May 31, 2024 were reviewed.

The Director's Report dated June 10, 2024 was reviewed.

The statistics and circulation figures for May 2024 were reviewed.

Department Head year end reports were reviewed.

After review, a motion was made to approve the Personnel report for June 2024. (Kieffer, Mitchell) Motion carried 4 – 0.

The Assistant Director's Report was reviewed.

The Buildings and Grounds Report was reviewed.

A motion was made to approve the 2024-2025 Employee Salary Changes as presented effective July 1, 2024. (Bastian, Mitchell) Motion carried 4 – 0.

After discussion, a motion was made to use funds from the Library's General Operating Account to open a 1-year Certificate of Deposit with the First National Bank of Long Island in the amount of \$150,000 at an Annual Percentage Rate of 4.45%. (Bastian, Mitchell) Motion carried 4 – 0.

After discussion, a motion was made to use funds from the Library's General Operating Account to open a 6-month Certificate of Deposit with the First National Bank of Long Island in the amount of \$100,000 at an Annual Percentage Rate of 4.65%. (Kieffer, Bastian) Motion carried 4 – 0.

A thank you note from Sayville Schools was reviewed.

The calendar of events for June 2024 and July 2024 were reviewed.

A motion was made at 8:04 PM to enter Executive Session to discuss collective bargaining negotiations. (Bastian, Mitchell) Motion carried 4 – 0.

A motion was made at 8:21 PM to exit Executive Session. (Kieffer, Bastian) Motion carried 4 – 0.

A motion was made for acceptance of the Memorandum of Agreement by and between the Sayville Library and CSEA, Local 1000 AFSCME AFL-CIO for the period of July 1, 2024 through June 30, 2027. (Mitchell, Kieffer) Motion carried 4 – 0.

A motion was made to increase the annual salary of the Library Director to \$144,000 effective July 1, 2024. (Bastian, Mitchell) Motion carried 4 – 0.

A motion was made to increase the annual salary of the Assistant Director to \$103,000 effective July 1, 2024. (Kieffer, Mitchell) Motion carried 4 – 0.

A motion was made to increase the annual salary of the Business Manager to \$81,500 effective July 1, 2024. (Bastian, Mitchell) Motion carried 4 – 0.

The Reorganization meeting will take place at 7:00 PM on Monday, July 8, 2024 followed by the Regular meeting of the Library Board.

A motion was made to adjournment the meeting at 8:33 PM. (Bastian)  
Motion carried 4 - 0.

Respectfully Submitted  
Jennifer Fowler, Director

As taken by  
Jody D'Ambrosio

A handwritten signature in black ink, appearing to read "Debra Mitchell". The signature is stylized with large, overlapping loops and a cursive style.

Debra Mitchell  
Board Secretary