

**DRAFT**

**MINUTES OF THE SAYVILLE LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday, September 9, 2024**

**PRESENT:**

Joseph Loughren  
Marianne Bastian  
Debra Mitchell  
Louisa Kieffer  
Claudia Carpenter  
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.

After review, a motion was made to approve the Minutes of the July 8, 2024 Reorganization Board Meeting. (Kieffer, Bastian) Motion carried 5 – 0.

After review, a motion was made to approve the Minutes of the July 8, 2024 Regular Board Meeting. (Bastian, Carpenter) Motion carried 5 – 0.

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

The August 1-16, 2024 Authorization list was reviewed.

The July 9-31, 2024 **Prepaid** Authorization list was reviewed.

The August 1-16, 2024 **Capital** Fund Authorization list was reviewed.

After review, a motion was made to approve the September 1-9, 2024 Authorization list. (Bastian, Kieffer) Motion carried 5 – 0.

After review, a motion was made to approve the September 1-9, 2024 **Capital** Fund Authorization list. (Carpenter, Kieffer) Motion carried 5 – 0.

After review, a motion was made to approve the July 2024 Payroll Warrant as presented by D. Mitchell. (Bastian, Carpenter) Motion carried 5 – 0.

After review, a motion was made to approve the August 2024 Payroll Warrant as presented by D. Mitchell. (Bastian, Carpenter) Motion carried 5 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending August 31, 2024 were reviewed.

The Director's Report dated September 9, 2024 was reviewed.

The statistics and circulation figures for July & August 2024 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 2024. (Bastian, Mitchell) Motion carried 5 – 0.

The Assistant Director's Report was reviewed.

The Buildings and Grounds Report was reviewed.

The Director and Assistant Director discussed some possible future memorials and donations.

After discussion, a motion was made to accept the A.R. Kropp proposal for new furniture for the Portico Room and Listening Lounge at a cost not to exceed \$40k. (Carpenter, Mitchell) Motion carried 5 – 0.

After discussion, a motion was made to accept the Universal Signs & Service proposal for new signage for Teen Services and Adult Services, including the Makery, at a cost not to exceed \$9,445.00. (Kieffer, Mitchell) Motion carried 5 – 0.

After review, a motion was made to adopt the Volunteer Time Off Policy. (Bastian, Mitchell) Motion carried 5 – 0.

A 110<sup>th</sup> Library Anniversary Proclamation from NYS Senator Weik was reviewed.

A 110<sup>th</sup> Library Anniversary Citation from Town Supervisor Carpenter was reviewed.

A 110<sup>th</sup> Library Anniversary Citation from Suffolk County Legislator Piccirillo was reviewed.

A thank you note from patron M. Boisnier was reviewed.

A Red Book donation from NYS Senator Weik was noted.

A Suffolk County News advertisement by the Islip zone libraries was reviewed.

The calendar of events for September 2024 and October 2024 were reviewed.

The next regular meeting of the Library Board will be held on Tuesday, October 15, 2024 at 7:00 PM.

A motion was made to adjournment the meeting at 8:44 PM. (Mitchell)  
Motion carried 5 – 0.

Respectfully Submitted  
Jennifer Fowler, Director

As taken by  
Jody D'Ambrosio

Debra Mitchell  
Board Secretary