

**DRAFT**

**MINUTES OF THE SAYVILLE LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, October 13, 2024**

**PRESENT:**

Joseph Loughren  
Louisa Kieffer  
Claudia Carpenter  
Jennifer Fowler, Director  
Timothy Sicurella, Assistant Director  
Jody D'Ambrosio, Business Manager  
John Stahlberg, Treasurer  
Al Coster, Baldessari & Coster

**ABSENT WITH EXCUSE:**

Marianne Bastian  
Debra Mitchell

Library Board President Joseph Loughren called the meeting to order at 7:00 PM.

After review, a motion was made to approve the Minutes of the September 9, 2024 Regular Board Meeting. (Kieffer, Carpenter) Motion carried 3 – 0.

After review, a motion was made to accept the Agenda. (Carpenter, Kieffer) Motion carried 3 – 0.

After review, a motion was made to approve the October 1-15, 2024 Authorization list. (Kieffer, Carpenter) Motion carried 3 – 0.

After review, a motion was made to approve the September 10-30, 2024 **Prepaid** Authorization list. (Carpenter, Kieffer) Motion carried 3 – 0.

After review, a motion was made to approve the September 2024 Payroll Warrant as presented by L. Kieffer. (Loughren, Carpenter) Motion carried 3 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending September 30, 2024 were reviewed.

The Director's Report dated October 15, 2024 was reviewed.

The statistics and circulation figures for September 2024 were reviewed.

A report from the Adult Program Coordinator was reviewed.

After review, a motion was made to approve the Personnel report for October 2024. (Carpenter, Kieffer) Motion carried 3 – 0.

The Assistant Director's Report was reviewed.

The Buildings and Grounds Report was reviewed.

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, 2024. (Kieffer, Carpenter) Motion carried 3 – 0.

After review, a motion was made to adopt the Sick Leave Bank Policy. (Kieffer, Carpenter) Motion carried 3 – 0.

The SCLS Draft of the fiscal year 2025 Budget was reviewed.

The SCLS projected cost for 2025 Downloads was reviewed.

A thank you note from AARP was reviewed.

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

President Loughren appointed a temporary Personnel Committee consisting of trustees Bastian and Mitchell.

The next regular meeting of the Library Board will be held on Tuesday, October 13, 2024, at 7:00 PM.

A motion was made to adjourn the meeting at 8:21 PM. (Kieffer)  
Motion carried 3 – 0.

Respectfully Submitted  
Jennifer Fowler, Director

As taken by  
Jody D'Ambrosio

Debra Mitchell  
Board Secretary