



**MINUTES OF THE SAYVILLE LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday, February 10, 2025**

**PRESENT:**

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

**ABSENT WITH EXCUSE:**

Marianne Bastian

Library Board President Joseph Loughren called the meeting to order at 7:04 PM.

After review, a motion was made to approve the Minutes of the January 13, 2025 Regular Board Meeting. (Mitchell, Kieffer) Motion carried 4 – 0.

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

After review, a motion was made to approve the February 1-10, 2025 Authorization list. (Kieffer, Carpenter) Motion carried 4 – 0.

After review, a motion was made to approve the January 14-31, 2025 **Prepaid** Authorization list. (Mitchell, Kieffer) Motion carried 4 – 0.

After review, a motion was made to approve the February 1-10, 2025 **Capital Fund** Authorization list. (Carpenter, Mitchell) Motion carried 4 – 0.

After review, a motion was made to approve the January 2025 Payroll Warrant as presented by D. Mitchell. (Carpenter, Loughren) Motion carried 4 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending January 31, 2025 were reviewed.

The Director's Report dated February 10, 2025 was reviewed.

The statistics and circulation figures for January 2025 were reviewed.

After review, a motion was made to approve the Personnel report for February 2025. (Kieffer, Carpenter) Motion carried 4 – 0.

The Assistant Director's Report was reviewed.

The Building and Grounds Report was reviewed.

A report from the Friends of the Library was reviewed.

A draft of the proposed 2025-2026 Budget was presented.

After review, a motion was made to approve the amendments to the Library's Internet Safety & Electronic Resources Policy. (Mitchell, Kieffer) Motion carried 4 - 0.

The calendar of events for February 2025 and March 2025 were reviewed.

The next regular meeting of the Library Board will be held on Monday, March 10, 2025, at 7:00 PM.

A motion was made to adjourn the meeting at 8:18 PM. (Mitchell)  
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', with a long, sweeping horizontal stroke extending to the right.

Debra Mitchell  
Board Secretary