



**MINUTES OF THE REORGANIZATION MEETING OF THE
BOARD OF TRUSTEES OF SAYVILLE LIBRARY
Monday, July 14, 2025**

PRESENT:

Marianne Bastian
Joseph Loughren
Debra Mitchell
Louisa Kieffer
Claudia Carpenter
Jennifer Fowler, Director
Timothy Sicurella, Assistant Director

Also Present: Julie Vaccaro – Sayville District Clerk

Julie Vaccaro, District Clerk called the meeting to order at 7:05 PM.

District Clerk Julie Vaccaro swore in re-elected Trustee Claudia Carpenter.

District Clerk Julie Vaccaro called for nomination for President. Joseph Loughren nominated Marianne Bastian for President of the Board, Debra Mitchell seconded. There were no other nominations. The vote was unanimous in favor of Marianne Bastian.

Board President Bastian called for nominations for Vice President. Louisa Kieffer nominated Joseph Loughren for Vice President of the Board, Debra Mitchell seconded. There were no other nominations. The vote was unanimous in favor of Joseph Loughren.

Board President Bastian called for nominations for Secretary. Joseph Loughren nominated Debra Mitchell for Secretary of the Board, Claudia Carpenter seconded. There were no other nominations. The vote was unanimous in favor of Debra Mitchell.

A motion was made to continue the appointment of John Stahlberg as Treasurer at a monthly stipend of \$250.00. (Mitchell, Kieffer) Motion carried 5 – 0.

A motion was made to appoint Sonja Anderson as Deputy Treasurer at a monthly stipend of \$250.00 if required to step in for Treasurer. (Loughren, Mitchell) Motion carried 5 – 0.

District Clerk Julie Vaccaro swore in John Stahlberg as Treasurer.

Sonja Anderson will be sworn in as Deputy Treasurer at a later date.

Board President Bastian appointed Louisa Kieffer as Deputy Secretary of the Board.

Board President Bastian appointed Joseph Loughren and Claudia Carpenter to the Budget and Personnel Committee.

Director Fowler recommended a motion to approve Kevin Seaman, ESQ as Library Legal Counsel for fiscal year 2025-2026. (Carpenter, Mitchell) Motion carried 5 – 0.

Director Fowler recommended a motion for approval of the accounting firm of Baldessari & Coster to perform the Annual Audit of the Library's financial statements for the fiscal year ending June 30, 2026. (Loughren, Kieffer) Motion carried 5 – 0.

Director Fowler recommended a motion to approve EPIC Insurance Brokers & Consultants as Library insurance agent for fiscal year 2025-2026. (Kieffer, Carpenter) Motion carried 5 – 0.

A motion was made to approve the *Suffolk County News* as the official Newspaper of Record for the Sayville Library. (Mitchell, Carpenter) Motion carried 5 – 0.

A motion was made to approve the amended *Circulation Policies & Fines and Fees* as presented in Exhibit F. (Loughren, Mitchell) Motion carried 5 – 0.

A motion was made to approve the Designation of Depository Accounts for 2025-2026 fiscal year as presented in Exhibit G. (Kieffer, Carpenter) Motion carried 5 – 0.

A motion was made to approve the Designation of Checking Account Signatories for 2025-2026 fiscal year to be Marianne Bastian and Debra Mitchell as presented in Exhibit H. (Kieffer, Carpenter) Motion carried 5 – 0.

A motion was made to approve the time and place of regular board meetings for fiscal year 2025-2026 as presented in Exhibit I. (Kieffer, Carpenter) Motion carried 5 – 0.

A motion was made to approve the calendar of holidays and closed dates for fiscal year 2025-2026 as presented in Exhibit J. (Carpenter, Mitchell) Motion carried 5 – 0.

Board President Bastian appointed Debra Mitchell and Louisa Kieffer to review Payroll Warrants for fiscal year 2025-2026.

The Sayville Library *Credit Cards Policy* was reviewed.

The Sayville Library *Financial – Operations & Internal Controls Policy* was reviewed.

The Sayville Library *Financial Policy* was reviewed.

The Sayville Library *Petty Cash Policy* was reviewed.

The Sayville Library *Funds & Minimum Balances Policy* was reviewed.

A motion was made to approve the amendments to the *Investments Policy*. (Loughren, Mitchell) Motion carried 5 – 0.

The Sayville Library *Procurement Policy* was reviewed.

The Sayville Library *Records Retention Policy* was reviewed.

NYS Open Meetings Law was reviewed.

By-Laws of the Sayville Library Board of Trustees was reviewed.

The Sayville Library *Code of Ethics Policy* was reviewed.

Sayville Library *Health Emergency Plan* was reviewed.

The Sayville Library *Conflict of Interest Policy* was reviewed and an *Affirmation of Compliance* was signed by Board members and Administration.

A motion was made to adjourn the meeting at 7:35 PM. (Mitchell) Motion carried 5 – 0.

Respectfully Submitted
Jennifer Fowler, Director

A handwritten signature in cursive script, appearing to read "Debra Mitchell".

Debra Mitchell
Board Secretary