



**MINUTES OF THE SAYVILLE LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday, September 8, 2025**

**PRESENT:**

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

Library Board President Marianne Bastian called the meeting to order at 7:06 PM.

After review, a motion was made to approve the Minutes of the July 14, 2025 Reorganization Board Meeting. (Loughren, Mitchell) Motion carried 5 – 0.

After review, a motion was made to approve the Minutes of the July 14, 2025 Regular Board Meeting. (Kieffer, Carpenter) Motion carried 5 – 0.

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

After review, a motion was made to approve the August 1-11, 2025 Authorization list. (Kieffer, Loughren) Motion carried 5 – 0.

After review, a motion was made to approve the July 15-31, 2025 **Prepaid** Authorization list. (Mitchell, Loughren) Motion carried 5 – 0.

After review, a motion was made to approve the September 1-8, 2025 Authorization list. (Kieffer, Carpenter) Motion carried 5 – 0.

After review, a motion was made to approve the August 12-31, 2025 **Prepaid** Authorization list. (Mitchell, Kieffer) Motion carried 5 – 0.

After review, a motion was made to approve the July 2025 Payroll Warrant as presented by D. Mitchell. (Loughren, Carpenter) Motion carried 5 – 0.

After review, a motion was made to approve the August 2025 Payroll Warrant as presented by D. Mitchell. (Carpenter, Loughren) Motion carried 5 – 0.

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

The Director's Report dated September 8, 2025 was reviewed.

The statistics and circulation figures for July & August 2025 were reviewed.

After review, a motion was made to approve Personnel report for September 2025. (Kieffer, Carpenter) Motion carried 5 – 0.

The Head of Youth Services Report was reviewed.

The Assistant Director's Report was reviewed.

The Building and Grounds Report was reviewed.

After discussion, a motion was made to approve Delta Well & Pump Company to perform proposed rehabilitation of geothermal wells not to exceed a cost of \$70,000. (Mitchell, Loughren) Motion Carried 5 – 0.

After discussion a motion was made to accept the proposed amendment to the Meeting Room Policy. (Kieffer, Loughren) Motion carried 5 – 0.

After discussion a motion was made to accept the proposed amendment to the Soliciting, Fundraising, Petitioning & Campaigning Policy. (Mitchell, Carpenter) Motion carried 5 – 0.

After discussion a motion was made to accept the proposed amendment to the Programming Policy. (Loughren, Carpenter) Motion carried 5 – 0.

After discussion a motion was made to accept the proposed amendment to the Room Naming Policy. (Mitchell, Loughren) Motion carried 5 – 0.

After discussion a motion was made to accept the proposed amendment to the Personal Appearance & Dress Code Policy in the Employee Handbook. (Loughren, Kieffer) Motion carried 5 – 0.

A motion was made to authorize the destruction of proposed records. (Carpenter, Mitchell) Motion carried 5 – 0.

A motion was made to approve the ConnectOne Bank resolution attached. (Mitchell, Kieffer) Motion carried 5 – 0.

A thank you note from John Stahlberg was reviewed.

The calendar of events for September 2025 and October 2025 were reviewed.

The next Regular meeting will take place at 7:00 PM on Tuesday, October 14, 2025.

A motion was made to adjourn the meeting at 9:00 PM. (Loughren)

Motion carried 5 - 0.

Respectfully Submitted  
Jennifer Fowler, Director

As taken by  
Jody D'Ambrosio

Debra Mitchell  
Board Secretary

*Louisa Kieffee*  
Deputy Secretary

**RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING  
WITHDRAWAL OF MUNICIPAL PUBLIC MONEYS**

<b>TO:</b> (Name/Address of Financial Institution) ConnectOne Bank 301 Sylvan Avenue  Englewood Cliffs, NJ 07632	<b>FROM:</b> (Name/Address of Municipal Entity) Sayville Library 88 Greene Ave Sayville NY 11782
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Words or phrases preceded by a ☐ are applicable only if the ☒ is marked.

**Under the Governing Municipality of:**

**State of:** N Y

**"IT IS RESOLVED THAT:**

ConnectOne Bank (the "Financial Institution"), qualified as a public depository under state law, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited;

The following described account(s) be opened and maintained in the name of this Municipality with the Financial Institution subject to the rules and regulations of the Financial Institution from time to time in effect;

The person(s) and the number thereof designated by title designated account(s) is hereby authorized, for and on behalf of this Municipality, to sign orders or checks in accordance with state law, for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Financial Institution any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality;





The endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and

Any one of the persons holding the offices of this Municipality designated below is hereby authorized to make oral or written requests of the Financial Institution for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution."

**THIS RESOLUTION APPLIES TO** (Select One): ☒ **All Accounts**

☐ **Specific Account Number(s):**

**DATE OF RESOLUTION:**


NAME AND TITLE	SIGNATURE	NO. OF NECESSARY COUNTER SIGNATURES
Debra Mitchell		
John E Stahlberg		
Marianne R Bastian		
Sonja Anderson		

Additional comments or instructions:

This Resolution includes all of the provisions on Page 2.

This is to Certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of Municipality at an open legal meeting held on the \_\_\_\_\_ day of \_\_\_\_\_ and said resolutions are now in full force and effect.

Signed by

 9/8/25  
Date

Clerk

The undersigned member of the governing body not authorized to sign orders or checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

Title:

Date



**"IT IS FURTHER RESOLVED**, that the Financial Institution be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all orders or checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title for the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution, and the Financial Institution shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

**FURTHER RESOLVED**, that the Financial Institution be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Financial Institution, by which, in the Financial Institution's opinion, another person or entity claims an interest in any of these accounts and Financial Institution may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Financial Institution's satisfaction.

**FURTHER RESOLVED**, that any one of the persons holding the offices of this Municipality designated above is hereby authorized (1) to receive for and on behalf of this Municipality, securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Financial Institution for the account of or for delivery to this Municipality, and to give receipt therefor, and the Financial Institution is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Financial Institution for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Financial Institution is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) in accordance with state law, to accept such security, if applicable, and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

**FURTHER RESOLVED**, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Financial Institution in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality designated above regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Financial Institution, for refusing to honor any signatures not provided to the Financial Institution, for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Financial Institution against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Financial Institution resulting from or arising out of any such payment or other action.

Select if applicable: ☐ **Further Resolved**, the Financial Institution is authorized to honor facsimile and other non-manual signatures and may honor and charge the Municipality for all negotiable instruments, checks, drafts, and other orders for payment of money drawn in the name of the Municipality, on its regular accounts, including an order for electronic debit, whether by electronic tape or otherwise, regardless of by whom or by what means the facsimile signature or other non-manual signature may have been affixed, or electronically communicated, if such facsimile signature resembles the specimen attached to this Resolution or filed with the Financial Institution, regardless of whether misuse of a specimen or non-manual signature is with or without the negligence of the Municipality. The Specimen Facsimile Signature Exhibit, if attached, is incorporated into and is an integral part of this Resolution. The Municipality indemnifies the Financial Institution for all claims, expenses, and losses resulting from the honoring of any signature certified or refusing to honor any signature not so certified.

**FURTHER RESOLVED**, that the Secretary or Clerk of this Municipality be and hereby is authorized and directed to certify to the Financial Institution the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signature(s) on this resolution and, if applicable, on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards, if any, and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Financial Institution to the contrary in writing; and the Financial Institution may conclusively presume that such resolutions and signature cards are in effect and that the persons identified therein from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

**FURTHER RESOLVED**, that this resolution authorizes the Financial Institution to honor all orders or checks when bearing, or purporting to bear, the facsimile signature(s) provided below, if any, by any \_\_\_\_\_ of the named officers, or in an attached Exhibit when indicated."

\_\_\_\_\_  
Facsimile Signature

\_\_\_\_\_  
Facsimile Signature

☐ The Specimen Facsimile Signature Exhibit attached is incorporated into and is an integral part of this Resolution.

By initialing, I acknowledge this is page 2 of 2 of the Resolution Designating  
Public Depository and Authorizing Withdrawal of Municipal Public Moneys

dm  
Initials

jd  
Initials

mb  
Initials

SA  
Initials

## Records Destruction Authorization

Record Series	Dates of Records	Schedule Item	Retention
Bank Deposits	July 2018-June 2019	482	6 Years – Box 314
Collateral Statements	July 2016-June 2019	479	6 Years – Box 314
Invoices A-Z	2018-2019	501	6 Years – Box 322, 323, 324, 325, 326

Destruction authorized by:

Project Manager Jennifer T. Fowler Date 9/4/2025  
Records Management Officer [Signature] Date 9/4/2025  
Sayville Library Board of Trustees [Signature] Date 9/8/2025

Destruction certified by:

Witness Jennifer T. Fowler Date 9/19/25