

DRAFT

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

PRESENT:

Joseph Loughren
Debra Mitchell
Louisa Kieffer
Jennifer Fowler, Director
Timothy Sicurella, Assistant Director
Jody D'Ambrosio, Business Manager
Al Coster, Baldessari & Coster, LLP

ABSENT WITH EXCUSE:

Marianne Bastian
Claudia Carpenter

Library Board President Marianne Bastian called the meeting to order at 7:53 PM.

After review, a motion was made to approve the Minutes of the October 20, 2025 Regular Board Meeting. (Kieffer, Mitchell) Motion carried 3 – 0.

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

After review, a motion was made to approve the November 1-10, 2025 Authorization list. (Kieffer, Mitchell) Motion carried 3 – 0.

After review, a motion was made to approve the October 15-31, 2025 **Prepaid** Authorization list. (Mitchell, Kieffer) Motion carried 3 – 0.

After review, a motion was made to approve the November 1-10, 2025 **Capital** Authorization list. (Mitchell, Kieffer) Motion carried 3 – 0.

After review, a motion was made to approve the October 2025 Payroll Warrant as presented by D. Mitchell (Loughren, Kieffer) Motion carried 3 – 0.

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

A motion was made to enter Executive Session at 8:24 pm to discuss a personnel matter. (Kieffer, Mitchell) Motion carried 3 – 0.

A motion was made to exit Executive Session at 8:51 pm. (Kieffer)

The statistics and circulation figures for October 2025 were reviewed.

The Head of Outreach Services Report was reviewed.

The Assistant Director's Report was reviewed.

The Building and Grounds Report was reviewed.

The Friends of the Library Report was reviewed.

After review, a motion was made to approve the 2026 SCLS Proposed Budget. (Kieffer, Mitchell)
Motion carried 3 – 0.

The SCLS cost for 2026 Downloads 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, 2025. (Mitchell, Kieffer) Motion carried 3 – 0.

A Thank You from the Friends of the Sayville Library was reviewed.

The calendar of events for November 2025 and December 2025 were reviewed.

The next Regular meeting will take place at 7:00 PM on Monday, December 8, 2025.

A motion was made to adjourn the meeting at 9:33 PM. (Mitchell)
Motion carried 3 – 0.

Respectfully Submitted
Jennifer Fowler, Director

As taken by
Jody D'Ambrosio

Debra Mitchell
Board Secretary