

**DRAFT**

**MINUTES OF THE SAYVILLE LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday, December 8, 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 Vice-President Joseph Loughren called the meeting to order at 7:05 PM.

After review, a motion was made to approve the Minutes of the November 10, 2025 Regular Board Meeting. (Kieffer, Mitchell) Motion carried 4 – 0.

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

After review, a motion was made to approve the December 1-8, 2025 Authorization list. (Kieffer, Mitchell) Motion carried 4 – 0.

After review, a motion was made to approve the November 11-30, 2025 **Prepaid** Authorization list. (Mitchell, Carpenter) Motion carried 4 – 0.

After review, a motion was made to approve the November 11-30, 2025 **Prepaid Capital Fund** Authorization list. (Kieffer, Mitchell) Motion carried 4 – 0.

After review, a motion was made to approve the December 1-8, 2025 **Capital Fund** Authorization list. (Mitchell, Carpenter) Motion carried 4 – 0.

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

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending November 30, 2025 were reviewed.

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

The statistics and circulation figures for November 2025 were reviewed.

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

The Emerging Technologies Librarian Report was reviewed.

The Building and Grounds Report was reviewed.

A NYLA Summary report from the Head of Teen Services was reviewed.

After discussion, a motion was made to approve Leo & Khamila's L Corp to complete the second phase of construction at a cost not to exceed \$40,000. (Kieffer, Mitchell) Motion carried 4 – 0.

Candidate for SCLS Trustee was reviewed and ballots were cast.

After review, a motion was made to adopt the Library's new Trustee Education Policy. (Carpenter, Mitchell) Motion carried 4 – 0.

A motion was made to approve a transfer of \$100,000 from the General Fund to the Capital Fund. (Kieffer, Mitchell) Motion carried 4 – 0.

A motion was made to approve a transfer of \$200,000 from the Non-Interest account to the General Fund. (Mitchell, Kieffer) Motion carried 4 – 0.

The calendar of events for December 2025 and January 2026 were reviewed.

The next Regular meeting will take place at 7:00 PM on Monday, January 12, 2026.

A motion was made to adjourn the meeting at 8:03 PM. (Mitchell)  
Motion carried 4 – 0.

Respectfully Submitted  
Jennifer Fowler, Director

As taken by  
Jody D'Ambrosio

Debra Mitchell  
Board Secretary