

**DRAFT**

**MINUTES OF THE SAYVILLE LIBRARY  
BOARD OF TRUSTEES MEETING  
Monday, April 13, 2026**

**PRESENT:**

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

**ABSENT WITH EXCUSE:**

Library Board President Marianne Bastian called the meeting to order at 7:03 PM.

After review, a motion was made to approve the Minutes of the March 9, 2026 Regular Board Meeting. (Carpenter , Mitchell) Motion carried 5 – 0.

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

After review, a motion was made to approve the April 1-13, 2026 Authorization list. (Loughren, Kieffer) Motion carried 5 – 0.

After review, a motion was made to approve the March 10-31, 2026 **Prepaid** Authorization list. (Mitchell, Carpenter) Motion carried 5 – 0.

After review, a motion was made to approve the April 1-13, 2026 **Capital Fund** Authorization list. (Kieffer, Loughren) Motion carried 5 – 0.

After review, a motion was made to approve the March 2026 Payroll Warrant as presented by D. Mitchell (Loughren , Carpenter) Motion carried 5 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending March 31, 2026 were reviewed.

The Director's Report dated April 13, 2026 was reviewed.

The statistics and circulation figures for March 2026 were reviewed.

After review, a motion was made to approve the Personnel Report for April 2026. (Kieffer, Carpenter) Motion carried 5 – 0.

The Emerging Services Librarian Report was reviewed.

The Assistant Directors Report was reviewed.

The Building and Grounds Report was reviewed.

The Friends of the Library Report was reviewed.

A PLA Conference Report was reviewed.

After review a motion was made to approve the correction to the previously approved Closing Assurance & Certification of Program Compliance for the State Aid for Library Construction Program in regards to the LED project. (Mitchell, Carpenter) Motion carried 5 – 0.

After discussion, a motion was made to approve the amendments to the Meetings, Conference & Travel Policy. (Kieffer, Carpenter) Motion carried 5 – 0.

After discussion, a motion was made to approve the amendments to the Mileage Reimbursement Policy. (Mitchell, Carpenter) Motion carried 5 – 0.

After discussion, a motion was made to approve the amendments to the Library's Exhibits & Displays Policy. (Loughren, Mitchell) Motion carried 5 – 0.

After discussion, a motion was made to approve American Library Association conference attendance for Jennifer Fowler not to exceed a cost of \$3,000 (June 25-June 30, Chicago, IL). (Loughren, Kieffer) Motion carried 5 – 0.

After discussion, a motion was made to transfer \$100,000 from the General Fund to the Capital Fund. (Kieffer, Carpenter) Motion carried 5 – 0.

A thank you card from Diane Puff was reviewed.

The calendar of events for April & May 2026 were reviewed.

The next Regular meeting will take place at 7:00 PM on Monday, May 11, 2026.

A motion was made to adjourn the meeting at 8:28 PM. (Mitchell) Motion carried 5 – 0.

Respectfully Submitted  
Jennifer Fowler, Director

As taken by  
Jody D'Ambrosio

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Debra Mitchell  
Board Secretary