

BAY SHORE-BRIGHTWATERS PUBLIC LIBRARY
MINUTES OF THE
REORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
Held JULY 26, 2021
7:00 pm

Present

Mrs. Frances Bell, President
Mr. Francis Pooley, Vice-President
Mrs. Joan Mason-Dollmann, Secretary
Mrs. Diane Hartill, Finance Officer
Dr. Richard Harmond, Trustee

Also present, Michael Squillante, Director; Laura Carey, Administrative Assistant;
Janet Anderson, Business Manager

Call to Order

Mrs. Bell called the meeting to order at 7:02 pm

Nomination and Election of Board Officers

There was a motion to nominate Mr. Pooley to the office of President. (Hartill, Harmond; unanimous).

There was a motion to nominate Ms. Mason-Dollmann to the office of Vice-President. (Harmond, Bell; unanimous)

There was a motion to nominate Ms. Hartill to the office of Secretary. (Bell, Pooley; unanimous)

There was a motion to nominate Mrs. Bell to the office of Financial Officer. (Pooley, Mason-Dollmann; unanimous)

Administration of Oaths of Office

The Oath of Office was administered to Mrs. Bell for her term on the Board of Trustees, and the Oath will be filed with the Suffolk County Clerk.

Conflict of Interest – Annual Statements of Compliance

Members of the Board received the Annual Statements of Compliance with the Library's Conflict of Interest Policy.

Official Appointments

There was a motion to designate the following appointments: (Pooley, Bell; unanimous)

Treasurer – Roseanne Albanese
Counsel – Hamburger, Maxson, Yaffee, and McNally, LLP
Accountant – Baldessari and Coster, LLP
Banks – US Bank, Capital One, Sterling, First National Bank of Long Island, People's United Bank, Dime, TD Bank.

Official Newspapers – Islip Bulletin (when a second newspaper is required, South Bay Neighbor will be used.)

Records Retention Officer

There was a motion to appoint Ms. Janet Anderson as the Records Retention Officer. (Pooley, Harmond; unanimous)

Library Policy Manual

The Board approved the Library's Policy manual. (Bell, Mason-Dollmann; unanimous)

Employee Handbook

The Board approved the Library's Employee Handbook. (Harmond, Pooley; unanimous)

Adjournment

There being no further business, the meeting was adjourned at 7:15pm.