

Unapproved

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
of the
BAY SHORE – BRIGHTWATERS PUBLIC LIBRARY
Held April 2, 2018**

Present

Mrs. Joan Mason-Dollmann, President
Dr. Richard P. Harmond, Vice-President
Mrs. Frances Bell, Finance Officer

Absent

Mr. Francis Pooley, Trustee

Also present, Michael Squillante, Director; Laura Carey, Administrative Assistant.

Call to Order

Ms. Mason-Dollmann called the meeting to order at 7:00 pm.

Approval of Minutes – February 26, 2018

There was a motion to approve the minutes. (Harmond, Bell; unanimous)

Period for Public Expression

None.

Correspondence

Mr. Squillante informed the Board that he had received a letter of resignation from the Board of Trustees from Mrs. Reilly.

Financial Report and Approval of Bills

The financial reports were presented and there was a motion to approve the attached bills for payment. (Bell, Mason-Dollmann; unanimous)

Personnel Report

There was a motion to accept the Personnel Report. (Mason-Dollmann, Bell; unanimous)

Director's Report

The Director's report will be presented next month due to some technical problems.

New Business

Part-time Employee Information

There was a motion to approve the revision to the Part-time Employee Information document. (Harmond, Bell; unanimous)

Fines and Fees Schedule

There was a motion to accept the revised Fines and Fees Schedule. (Bell, Harmond; unanimous)

Policy on Displays, Exhibits and Use of Bulletin Boards

There was a motion to accept the revised Policy on Displays, Exhibits and Use of Bulletin Boards Policy (Harmond, Bell; unanimous)

Martinez bequest

There was a motion to confirm that the Library shall act as Executor of the Emmanuel Martinez Estate, and to authorize Mr. Squillante to act as the Library's agent in fulfilling those duties with the assistance of the Library's attorneys. (Bell, Harmond; unanimous)

Banks Fund request

There was a motion to reimburse Mr. Seebald in the amount of \$200 for the Management of Technology course he completed. (Mason-Dollmann, Bell; unanimous)

Old Business

HVAC upgrades

Mr. Squillante informed the Board that DSI, Inc., had completed installation of the components for the HVAC upgrade and were beginning to test the system.

Construction Grants

Mr. Squillante informed the Board that the work had yet to be started on the new small meeting room on the first floor.

Wall Repair/Fence Replacement

Mr. Squillante informed the Board that the Wall Repair had been completed and the construction firm would be paid pending approval of the architect. Also, the remainder of the fencing along the south side of the Library's property has been replaced.

Executive Session

None.

Next Library Board meeting

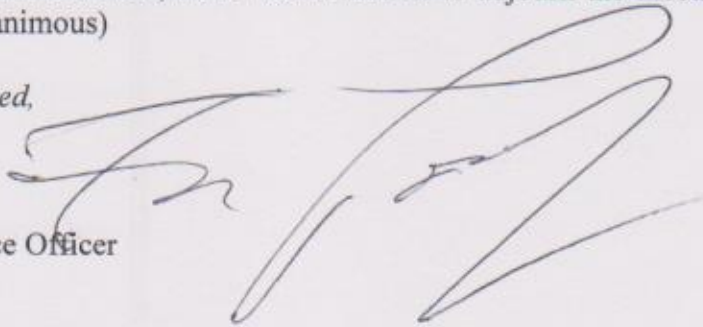
Monday, April 30, 2018 at 7pm.

Adjournment

There being no further business, there was a motion to adjourn the meeting at 7:50pm. (Bell, Harmond: unanimous)

Respectfully submitted,

Frances Bell, Finance Officer

A large, stylized handwritten signature in black ink, appearing to read 'Frances Bell', is written over the typed name.