

Unapproved

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
of the  
BAY SHORE – BRIGHTWATERS PUBLIC LIBRARY  
Held August 31, 2017**

**Present**

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

**Absent**

Mrs. Mary Beth Reilly, Secretary

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

**Call to Order**

Ms. Mason-Dollmann called the meeting to order at 7:01 pm.

**Approval of Minutes – July 24, 2017**

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

**Correspondence**

None.

**Financial Report and Approval of Bills**

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

**Personnel Report**

There was a motion to approve the Personnel Report. (Bell, Pooley; unanimous)

**Director's Report**

The Board read the Director's report with interest.

**New Business**

**Construction Grant**

There was a motion to approve the application for a grant for the construction of a new quiet study/meeting room on the first floor. (Bell, Harmond; unanimous)

**HVAC upgrade**

There was agreement that the Library shall move forward with plans for an upgrade to the facilities HVAC control system.

**Old Business**

**Policy Manual**

Bound copies of the Library's Policy Manual were distributed to the Trustees.

**Employee Handbook**

The Employee Handbook was also distributed to the Trustees.

**Executive Session**

None.

**Next Library Board meeting**

Monday, September 25<sup>th</sup> at 7pm.

**Adjournment**

There being no further business, there was a motion to adjourn the meeting at 8:15pm.  
(Pooley, Harmond; unanimous)

*Respectfully submitted,*

Francis Pooley, Trustee

A handwritten signature in black ink, appearing to read "Francis Pooley", written in a cursive style.