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**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
of the
BAY SHORE – BRIGHTWATERS PUBLIC LIBRARY
November 30, 7pm via teleconference**

Present

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

Absent

Dr. Richard Harmond, Trustee

Also present, Michael Squillante, Director; Laura Carey, Administrative Assistant; Janet Anderson, Business Manager; 2 call-in attendees.

Call to Order

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

Approval of Minutes

There was a motion to approve the minutes of the October 26, 2020 Regular meeting of the Board of Trustees as corrected. (Dollmann, Hartill; unanimous)

Financial Report

The November bills were presented and there was a motion to approve them for payment. (Pooley, Hartill; unanimous)

Personnel Report

No changes.

New Business

Records Retention

There was a motion adopt the new uniform records retention and disposition schedule received from the NYS Commissioner of Education. (Hartill, Pooley; unanimous)

SCLS 2021 Budget

There was a motion to approve the SCLS 2021 Budget. (Bell, Hartill; unanimous)

Old Business

Parking Lot Project

There was a motion to accept the proposal for Architectural and Engineering Services related to the Parking Lot Site Improvement Project from John Tanzi Architects. (Bell, Pooley; unanimous)

Martinez Bequest

Mr. Squillante reported that the Copper Beach specimen has been planted on the west lawn and that tentative plans for a dedication ceremony on or around Earth Day are being discussed.

Executive Session

None.

Adjournment

There being no further business, there was a motion to adjourn the meeting at 7:23 pm. (Mason-Dollmann, Hartill; unanimous)

Respectfully submitted,

Mrs. Joan Mason-Dollmann, Secretary.