

BAY SHORE-BRIGHTWATERS PUBLIC LIBRARY
MINUTES OF THE
REORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
Held JULY 27, 2020
7:00 pm
Held by teleconference

Present

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

Absent

Dr. Richard Harmond, President

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

Call to Order

Ms. Hartill called the meeting to order at 7:02 pm

Nomination and Election of Board Officers

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

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

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

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

Administration of Oaths of Office

The Oath of Office will be administered to Dr. Harmond earlier in the day for his term on the Board of Trustees.

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. They will be returned shortly.

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

Library Funds Assignment

The Director assigned Library Funds as follows:

Library Funds Assignment

2020-2021

Parking area and Walkway Improvement	525,000.00
Heating Plant - Circulator Pump Replacement	60,000.00
Cooling Plant - Upgrade & Cleaning	50,000.00
Building Exterior Facade Improvement	125,000.00
Sliding Automatic Entrance Doors	125,000.00
Additional Quiet Study Rooms	135,000.00
Building Sanitation and Safety	150,000.00
Carpet Replacement	250,000.00
Compensated Absences	25,000.00
Unemployment	25,000.00
Future Retirement Costs	500,000.00
Post Retirement Health Insurance Benefits	750,000.00
Total	2,720,000.00

Records Retention Officer

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

Library Policy Manual

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

Employee Handbook

The Board approved the Library's Employee Handbook. (Bell, Hartill; unanimous)

Adjournment

There being no further business, the meeting was adjourned at 7:13pm.