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**MINUTES OF THE REORGANIZATIONAL MEETING OF THE  
BOARD OF TRUSTEES  
of the  
BAY SHORE – BRIGHTWATERS PUBLIC LIBRARY  
July 25, 2022**

**Present**

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

Also present, Michael Squillante, Director; Janet Anderson, Business Manager.

**Call to Order**

Mr. Pooley called the meeting to order at 7:00 pm.

**Nomination and Election of Board Officers**

There was a motion to nominate Ms. Mason-Dollmann to the office of President of the Board of Trustees. (Bell, Hartill; unanimous) Ms. Mason-Dollmann was subsequently elected unanimously.

There was a motion to nominate Ms. Hartill to the office of Vice-President of the Board of Trustees. (Mason-Dollmann, Pooley; unanimous) Ms. Hartill was subsequently elected unanimously.

There was a motion to nominate Mrs. Bell as Secretary of the Board of Trustees. (Hartill, Mason-Dollmann; unanimous) Mrs. Bell was subsequently elected unanimously.

There was a motion to nominate Mr. Pooley to the office of Finance Officer of the Board of Trustees. (Bell, Hartill; unanimous) Mr. Pooley was subsequently elected unanimously.

**Administration of Oath of Office to Mr. Pooley**

The Oath of Office was administered to Mr. Pooley. The Oath will be filed with the Suffolk County Clerk immediately.

**Conflict of Interest – Annual Statements of Compliance**

Members of the Board received the Annual Statements of Compliance to file with the Library. Members also received and reviewed the Library's Conflict of Interest Policy.

**Official Appointments**

There was a motion to designate the following appointments: (Hartill, Mason-Dollmann; unanimous)

**Appointments**

Treasurer – Rosanne 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. (Bell, Pooley; unanimous)  
Board reviewed the Financial Reports.

**Library Policy Manual**

There was a motion to approve the Library's Policy Manual. (Pooley, Bell; unanimous)

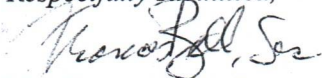
**Employee Handbook**

There was a motion to approve the Library's Employee Handbook. (Hartill, Bell; unanimous)Mr. Squillante discussed the last minute change to the starting date of the project.

**Adjournment**

There being no further business, the meeting was adjourned at 7:19 pm. (Pooley, Bell, unanimous)

*Respectfully submitted,*



Mrs. Frances Bell, Secretary