

Unapproved

**MINUTES OF THE REORGANIZATIONAL MEETING OF THE  
BOARD OF TRUSTEES  
of the  
BAY SHORE – BRIGHTWATERS PUBLIC LIBRARY  
July 24, 2023**

**Present**

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

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

**Call to Order**

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

**Nomination and Election of Board Officers**

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

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

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

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

**Administration of Oath of Office to Mrs. Mason-Dollmann and Mr. Brown**

The Oath of Office was administered to Mrs. Mason-Dollmann and Mr. Brown. 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: (Bell, Pooley; unanimous)

**Appointments**

Treasurer – Andrew Marafino  
Counsel – Quatela, Chimeri, PLLC  
Accountant – Baldessari and Coster, LLP  
Banks – US Bank, Capital One, 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. (Maon-Dollmann, Brown; unanimous)

**Library Policy Manual**

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

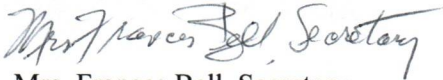
**Employee Handbook**

There was a motion to approve the Library's Employee Handbook. (Hartill, Pooley; 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 7:12 pm. (Brown, Bell, unanimous)

*Respectfully submitted,*

A handwritten signature in cursive script that reads "Mrs. Frances Bell, Secretary".

Mrs. Frances Bell, Secretary