

Unapproved

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
Of the
BAY SHORE – BRIGHTWATERS PUBLIC LIBRARY
August 25, 2025**

Present

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

Absent

Mr. Francis Pooley, Vice-President

Also present, Andrew Story, Library Director; Janet Anderson, Business Manager; Roger Seebald, Adult Service Librarian, and a member of the community.

Call to Order

Mr. Brown called the meeting to order at 6:30 PM.

Approval of Minutes

There was a motion to approve the minutes of the June 23, 2025 regular Meeting of the Board of Trustees with corrections as noted. (Mason-Dollmann, Hartill; unanimous)

Period for Public Expression

Mr. Seebald and Ms. Diane Dieumegard, former Library employee (retired) introduced themselves and expressed concerns related to an aspect of the Library's policy on Health Insurance. Mr. Brown explained that the Board was in the process of reviewing and amending that aspect of the policy.

Correspondence

None.

Director's Report

The Board reviewed the Director's Report for June and July 2025 with interest.

Financial Report

The Board reviewed the Financial Reports.

The July and August bills were presented and there was a motion to approve them. (Hartill, Bell; unanimous)

Personnel Report

The personnel report was presented and there was a motion to approve it. (Hartill, Bell; unanimous)

New Business

Mr. Story discussed a plan to repair and replace a section of the carpeting in the Upper Level Stacks.

Mr. Story discussed a plan for the Library to participate in the Trunk or Treat activity at the annual Halloween Festival that will take place on Saturday, October 18, 2025.

Mr. Story informed the Board that the Library was obtaining quotes for a new elevator maintenance and inspection service.

Mr. Story informed the Board that the Library would be returning to a 5 night a week schedule with the current cleaning service at a discounted rate.

Old Business

Ms. Anderson explained that at the Meeting of the Board of Trustees on October 28, 2024 the Board approved a motion to transfer \$50,000 into the Capital Project account. Per a recent audit the minutes for that meeting did not document the motion.

There was a motion to approve retroactively to October 28, 2024 the transfer of \$50,000 into the Capital Project account. (Brown, Hartill; unanimous)

Mr. Story discussed the progress of several facility projects and plans including informing the Board that the new interior sliding doors have a one year warranty and a couple of minor aesthetic finishing touches will be completed soon. The Library is also shopping for a service contract for the doors as the current contract is expiring.

Executive Session

There was a motion at 7:45 PM to enter into Executive Session to discuss particular employees and their employment status. (Hartill, Bell; unanimous)

There was a motion to exit Executive Session at 8:30 PM (Hartill, Bell; unanimous). No action was taken.

Next Library Board meeting

Monday, September 29, 2025, at 6:00 PM.

Adjournment

There being no further business, there was a motion to adjourn at 8:31 PM. (Bell, Hartill; unanimous)

Respectfully submitted,

Ms. Joan Mason-Dollman, Secretary