

Unapproved

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
of the  
BAY SHORE – BRIGHTWATERS PUBLIC LIBRARY  
September 29, 2025**

**Present**

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

Also present, Andrew Story, Director; Katie McIntyre, Assistant Director; Janet Anderson, Business Manager.

**Call to Order**

Mrs. Bell called the meeting to order at 6:05pm, and the Pledge of Allegiance was recited.

**Approval of Minutes**

There was a motion to approve the minutes of the August 25, 2025 Reorganizational Meeting of the Board of Trustees with typos corrected. (Hartill, Brown; unanimous)

There was a motion to approve the minutes of the August 25, 2025 Regular Meeting of the Board of Trustees. (Hartill, Brown; unanimous)

**Period for Public Expression**

None.

**Correspondence**

None.

**Director' Report**

The Board reviewed the Director's Report with interest.

**Financial Report**

The Board reviewed the Financial Reports.

The September Bills were presented and there was a motion to approve them. (Hartill, Mason-Dollmann; unanimous)

**Personnel Report**

There was a motion to approve the Personnel Report. (Pooley, Brown; unanimous)

### **New Business**

Mr. Story informed the Board that:

- 1) A Notary Public Policy was being written.
- 2) The Library was accepting a donation of furniture from the Central Islip Library that is undergoing a renovation.
- 3) A former study room that is now being used for storage is being converted into an office for Assistant Director, Katie McIntyre. All agreed it was a good idea to have an administrator on the first floor.
- 4) A new Little Free Library was installed to replace the old, leaking Little Free Library.
- 5) Display shelves were added above the reference collection on the 2<sup>nd</sup> Floor.
- 6) The electric cable to the well pump was successfully replaced.
- 7) The Library is hosting a Legislative Breakfast with Assemblyman Ramos on Friday, October 3 at 10:30 AM.
- 8) 2 bins to collect paper for offsite shredding have been added to the lobby.

### **Old Business**

Mr. Story gave updates to the board on:

- 1) The revision of the Health Insurance Policy.
- 2) Carpet for the Upper Stacks.
- 3) Renovation of the Staff Lounge.
- 4) Door for the circulation office.

### **Executive Session**

There was a motion at 6:45pm to enter into Executive Session to discuss particular employees in relation to their employment status. (Brown, Hartill: unanimous)

There was a motion to exit Executive Session at 7:15pm. (Brown, Mason-Dollmann: unanimous)  
No action was taken.

### **Next Library Board meeting**

Monday, October 27, 2025, at 6pm.

### **Adjournment**

There being no further business, there was a motion to adjourn at 7:15pm. (Brown, Mason-Dollmann: unanimous)

*Respectfully submitted,*

Mrs. Joan Mason-Dollmann, Secretary