

Unapproved

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

Present

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

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

Call to Order

Mr. Brown called the meeting to order at 6:02 pm.

Nomination and Election of Board Officers

There was a motion to nominate the slate of
Mrs. Frances Bell to the office of President of the Board of Trustees,
Mr. Francis Pooley to the office of Vice-President of the Board of Trustees,
Mrs. Joan Mason-Dollmann as Secretary of the Board of Trustees,
Mrs. Diane Hartill to the office of Finance Officer of the Board of Trustees.

(Mason-Dollmann,,Hartill: unanimous)

Administration of Oath of Office

The Oath of Office was administered to 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: (Hartill, Mason-Dollmann; unanimous)

Appointments

Treasurer – Andrew Marafino
Counsel – Quatela, Chimeri PLLC
Accountant – Baldessari and Coster, LLP
Banks – US Bank, Capital One, Webster Bank, ConnectOne Bank (formerly First National Bank of Long Island), M&T Bank, Dime Community Bank, 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. (Mason-Dollmann, Hartill: unanimous)

Library Policy Manual

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

Employee Handbook

There was a motion to approve the Library's Employee Handbook. (Mason-Dollmann, Hartill: unanimous)

Holiday Schedule

There was a motion to approve the 2025-26 Holiday Schedule. (Brown, Hartill; unanimous)

Adjournment

There being no further business, the meeting was adjourned at 6:25 pm. (Hartill, Mason-Dollmann: unanimous)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joan Mason-Dollmann", written in black ink.

Mrs. Joan Mason-Dollmann, Secretary