

Unapproved

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
of the  
BAY SHORE – BRIGHTWATERS PUBLIC LIBRARY  
November 24, 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**

Mr. Pooley called the meeting to order at 6:00 PM.

The Pledge of Allegiance was recited.

**Approval of Minutes**

There was a motion to approve the minutes of the October 27, 2025 Regular Meeting of the Board of Trustees and the November 13, 2025 Special Meeting of the Board of Trustees. (Pooley, Mason-Dollmann; unanimous)

**Period for Public Expression**

None.

**Correspondence**

None.

**Director's Report**

The Board reviewed the Director's Report with interest.

**Financial Report**

The Board reviewed the Financial Reports.

The November bills were presented and there was a motion to approve them. (Pooley, Hartill; unanimous)

**Personnel Report**

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

### **New Business**

- 1) There was a motion to approve the proposed SCLS Budget for 2026. (Pooley, Brown; unanimous)
- 2) The Board completed their ballots to elect a trustee to represent the TOWNS OF BABYLON and ISLIP on the SCLS Board. The ballots were collected and will be forwarded to Kevin Verbesey at SCLS.
- 3) There was a motion to approve amendments to the Meeting Room Application and Rules Governing Public Use of Library Facilities. (Mason-Dollmann, Hartill; unanimous)
- 4) There was a motion to approve changes to the Library's Assigned Funds. (Pooley, Brown; unanimous)

### **Old Business**

Mr. Story gave updates on various facilities projects.

### **Executive Session**

There was a motion at 6:45 PM to enter into Executive Session to discuss particular employees and their employment status as well as changes to the Library's Health Insurance Policy. (Pooley, Bell; unanimous)

The Board exited Executive Session at 7:15 PM. There was a motion to approve the revised Health Insurance Policy. The revision allows for the inclusion of accrued part-time service in calculating eligibility for participation in the Library's health insurance plan in retirement. The revision applies to current and future full-time employees who held a part-time position with the Bay Shore-Brightwaters Public Library immediately prior to being appointed to a full-time position.  
(Bell, Brown; passed 4-1. Bell, Pooley, Hartill, Brown- Yes, Mason-Dollmann- No)

There was a motion to exit Executive Session at 7:25 PM. (Pooley, Mason-Dollmann; unanimous)

### **Next Library Board meeting**

Monday, January 26, 2026 at 6:00 PM.

### **Adjournment**

There being no further business, there was a motion to adjourn at 7:26 PM. (Pooley, Bell; unanimous)

*Respectfully submitted,*



Mrs. Joan Mason-Dollmann, Secretary