~~Un~~approved

MINUTES OF THE REORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES of the BAY SHORE – BRIGHTWATERS PUBLIC LIBRARY July 27, 2026

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, Library Director; Katie McIntyre, Assistant Library Director, Janet Anderson, Business Manager

Call to Order
Mrs. Bell called the meeting to order at 6:02 pm.
The Pledge of Allegiance was recited.

Nomination and Election of Board Officers
There was a motion to nominate the slate of
Mr. Francis Pooley to the office of President of the Board of Trustees,
Mrs. Joan Mason-Dollmann to the office of Vice-President of the Board of Trustees,
Mrs. Diane Hartill to the office of Secretary of the Board of Trustees,
Mr. Harry Brown to the office of Finance Officer of the Board of Trustees,
Mrs. Frances Bell to the office of Trustee of the Board of Trustees

(Mason-Dollmann, Pooley; unanimous)

Administration of Oath of Office
The Oath of Office was administered to Mrs. Bell. 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.

There was a motion to reaffirm the Conflict of Interest Policy. (Bell, Brown; unanimous)

Official Appointments
There was a motion to designate the following appointments: (Brown, 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, Suffolk County News will be used.)

Records Retention Officer
There was a motion to appoint Ms. Janet Anderson as the Records Retention Officer. (Mason-Dollman, Brown; unanimous)

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

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

Holiday Schedule
There was a motion to approve the 2026-27 Holiday Schedule. (Hartill, Mason-Dollman; unanimous)

Adjournment
There being no further business, the reorganizational portion of meeting was adjourned at 6:30 PM.

Respectfully submitted,
Diane S Hartill
Mrs. Diane Hartill, Secretary