

APPROVED
Minutes of the
Board of Trustees' Meeting
May 12, 2022
6:30 p.m.

The meeting was called to order by N. Berlin at 6:30 p.m. Also present were Lois Overton, Madeline Hanewinckel, and Mary Schubart, Director and Secretary to the Board.

Approval of Minutes

On a motion by L. Overton, seconded by M. Hanewinckel, the Board approved the previous month's minutes. Passed unanimously.

In accordance with the Library's *By-Laws* and as no written excuse was forthcoming from Trustee Kevin Ford, he was declared to have vacated his seat on the Board for failing to attend three consecutive Board meetings. It was agreed that the Board would begin the process of searching for a candidate to fill the open seat.

Approval of Bills and Payroll

On a motion by M. Hanewinckel, seconded by L. Overton, the Board approved the April, 2022 bills and payroll. Passed unanimously.

April 2022	Warrant – General	\$93,113.83
April 2022	Debt Service	None
April 2022	Capital Fund	None
April 2022	Payroll	\$141,471.46

Period for Public Expression

None

Correspondence:

1. Report from Matt Wuthenow, Assistant Director.
2. Report from M. Irish, Adult/Teen Department.
3. Monthly report from A. LoDolce, Children's Department
4. Monthly report from K. Lane, Circulation Department.
5. Monthly report from A. Michalik, Maintenance Department.

Personnel Report:

April and March reports were accepted.

On a motion by M. Hanewinckel, seconded by L. Overton, the Board agreed to grant full-time custodial personnel an extra week of paid vacation time after ten years of uninterrupted full-time service at the Library, for a maximum of four weeks in total, and in so doing, ensure consistency between full-time clerical and full-time custodial policies. Passed unanimously.

Financial Report:

Accepted.

Statistical Report:

None.

Security Report:

None

Old Business:

The Director reported that Sandpebble had performed a preliminary analysis of the Library's HVAC system and would be scheduling the roof analysis shortly, with a full report expected before July 15th.

It was reported that Madeline Hanewinckel had met with Matthew Wuthenow, Diane Darcy, and the Director to hammer out a vision for a new Library logo and tagline and that the group's concepts had been forwarded to RightNow Inbound Marketing.

New Business:

On a motion by M. Hanewinckel, seconded by L. Overton, discussion of the Library's *Mission Statement* was tabled until a logo and tagline were adopted. Passed unanimously.

On a motion by M. Hanewinckel, seconded by L. Overton, the Board approved the purchase of twenty-two (22) task chairs from Waldners Business Solutions, Farmingdale, NY, at a cost of \$15,695.57, including delivery and installation. Passed unanimously.

On a motion by M. Hanewinckel, seconded by L. Overton, the Board approved an amendment to the Library's *Investment Policy*, such that the maximum deposit amount in First National Bank of Long Island would be \$5 million. Passed unanimously.

Other

On a motion by L. Overton, seconded by M. Hanewinckel, the Board approved the revised *Health Rebate Policy*, pending review by legal counsel. Passed unanimously.

On a motion by L. Overton, seconded by M. Hanewinckel, the meeting was adjourned at 8:29 p.m.