

**APPROVED**  
**Minutes of the**  
**Board of Trustees' Meeting**  
**July 14, 2022**  
**6:30 p.m.**

The meeting was called to order by N. Berlin at 6:35 p.m. Also present were Lois Overton, Madeline Hanewinckel, William Wexler, and Mary Schubart, Director and Secretary to the Board.

#### Approval of Minutes

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

#### Election of Officers

On a motion by L. Overton, seconded by W. Wexler, the Board appointed Madeline Hanewinckel as President of the Board of Trustees for the 2022-23 fiscal year. Passed unanimously.

On a motion by N. Berlin, seconded by W. Wexler, the Board appointed Lois Overton as Vice President of the Board of Trustees for the 2022-23 fiscal year. Passed unanimously.

The Board of Trustees thanked Nora for her years of service as President and presented her with a card and token of the Board and Director's appreciation.

#### Administration of Oaths of Office

Dana Baldwin, notary, and Stephanie Handel, C.P.A., of Sheehan & Company, Brightwaters, NY arrived at 6:55 pm. D. Baldwin administered the oaths of office to the Trustees and the Director and then departed at 7:00 pm.

Madeline jumped to the Financial Report to enable S. Handel to provide an assessment of her firm's agreed-upon procedures regarding assessment of the Library's monthly warrant. Discussion ensued. The Board requested information about Sheehan & Company's fee structure, and S. Handel departed at 7:50 pm.

## Reorganization and Designations for 2022-23

On a motion by N. Berlin, seconded by L. Overton, the Board re-appointed Kevin Seaman, Stony Brook, NY with a retainer of \$16,500, as the Library's legal counsel for the 2022-23 fiscal year. Passed unanimously.

On a motion by N. Berlin, seconded by L. Overton, the Board re-appointed Baldessari & Coster LLP, Stewart Manor, NY, as external auditor for the 2022-23 fiscal year at a cost not to exceed \$11,500. Passed unanimously.

On a motion by N. Berlin, seconded by L. Overton, the Board re-appointed Maureen McLoughlin as Library Treasurer for the 2022-23 fiscal year at an annual salary of \$5999.75. Passed unanimously.

On a motion by N. Berlin, seconded by L. Overton, the Board approved a maximum expenditure limit for the Director of \$10,000 for non-emergencies. Passed unanimously.

On a motion by N. Berlin, seconded by L. Overton, the Board re-confirmed the use of the *Islip Bulletin* and *Long Island Business News* as official Library newspapers for the placement of legal notices. Passed unanimously.

## Approval of Bills & Payroll

On a motion by W. Wexler, seconded by N. Berlin, the Board approved the May and June bills and payrolls. Passed unanimously.

May 2022	Warrant – General	\$83,823.02
May 2022	Debt Service	None
May 2022	Capital Fund	None
May 2022	Payroll	\$141,411.58
June 2022	Warrant – General	\$102,998.37
June 2022	Debt Service	None
June 2022	Capital Fund	None
June 2022	Payroll	\$162,483.58

## 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:

Accepted. On a motion by W. Wexler, seconded by N. Berlin, the Board entered into Executive Session to discuss a salary question. On a motion by W. Wexler, seconded by L. Overton, the Board agreed that there would be no action taken. Passed unanimously. On a motion by W. Wexler, seconded by N. Berlin, the Board voted to end the Executive Session and to return to the regular meeting. Passed unanimously.

Financial Report:

Accepted for May and June, 2022.

Statistical Report:

None.

Security Report:

The Board asked that the investigation into a security system upgrade include an inquiry about the feasibility of wireless technology.

Old Business:

The Board reviewed the *HVAC and Roof Assemblies Assessments* report by Sandpebble, Speonk, NY. It was agreed that the Board would invite the firm to an upcoming meeting to discuss the report and potential next steps and that the Director would draft a brief memo outlining ongoing problems related to the HVAC and roofing.

New Business:

On a motion by N. Berlin, seconded by L. Overton, the Board appointed Sharon Smith to fill the unexpired term of Kevin Ford. Passed unanimously.

The Board and Director signed the annual *Conflict of Interest Certifications*.

The Board agreed that the Library would undertake a Breast Cancer Awareness initiative separate from Northwell Health.

On a motion by W. Wexler, seconded by L. Overton, the Board approved a revised *Work Schedule Policy*.

Other

None.

On a motion by L. Overton, seconded by N. Berlin, the meeting was adjourned at 8:52 p.m.