

APPROVED
Minutes of the
Board of Trustees' Meeting
September 8, 2022
6:30 p.m.

The meeting was called to order by M. Hanewinckel at 6:37 p.m. Also present were Nora Berlin, Lois Overton, William Wexler, Sharon Smith, Matthew Wuthenow, Assistant Director, 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 July minutes. Passed unanimously.

Approval of Bills & Payroll

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

July 2022	Warrant – General	\$158,388.25
July 2022	Debt Service	None
July 2022	Capital Fund	None
July 2022	Payroll	\$140,793.64
August 2022	Warrant – General	\$113,548.46
August 2022	Debt Service	None
August 2022	Capital Fund	None
August 2022	Payroll	\$143,656.91

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.
6. Thank you letter from N. Berlin.

Personnel Report:

Accepted.

Financial Report:

Accepted for July and August, 2022.

Stephanie Handel, C.P.A., of Sheehan Accountants & Advisors, Brightwaters, NY arrived at 6:58 p.m. August and September Management Letters along with the draft agreed upon procedure reports were submitted for the record for July and August and were accepted by the Board. The Board discussed revisions to the agreed upon procedures, effective October, 2022 (for September, 2022 warrant and payrolls). S. Handel departed at 7:26 p.m.

Statistical Report:

None.

Security Report:

The Director informed the Board that several proposals had been received from security firms for a camera system upgrade, but that there was considerable variation in the firms' experience, references, and recommended technology. It was agreed that a full discussion would be undertaken at the October Board meeting.

Old Business:

Chris Barletta of Sandpebble, Speonk, NY arrived at 7:34 p.m. to discuss his firm's HVAC and Roof Assessments report. On a motion by N. Berlin, seconded by W. Wexler, the Board approved engagement of Sandpebble for project management and related services for the purpose of entering into a capital project inclusive of repairs/replacements for both systems at a cost dependent upon overall scope and project duration. Passed unanimously.

On a motion by N. Berlin, seconded by W. Wexler, the *Personal Time Policy* review was tabled until the October Board meeting. Passed unanimously.

New Business:

The Director reminded the Board that a staff workshop pertaining to active shootings would be undertaken later in the month.

On a motion by W. Wexler, seconded by L. Overton, the Board tabled discussion of the *Grievance Policy*. Passed unanimously.

On a motion by W. Wexler, seconded by L. Overton the *Rules of Conduct Policy* was revised such that “altering or bypassing public computer configurations” is explicitly listed as a prohibited patron behavior. Passed unanimously.

Other

On a motion by W. Wexler, seconded by N. Berlin, the Board approved the Digital Marketing Proposal from RightNow Inbound Marketing, Shoreham, NY in the amount of \$2,150 monthly for the period October, 2022 through September, 2023. Passed unanimously.

On a motion by L. Overton, seconded by N. Berlin, the meeting was adjourned at 9:00 p.m.