

APPROVED
Minutes of the
Board of Trustees' Meeting
July 13, 2023
6:30 p.m.

The meeting was called to order by M. Hanewinckel at 6:34 p.m. Also present were Nora Berlin, William Wexler, Christine Scibelli, Matthew Wuthenow, Assistant Director, and Mary Schubart, Director and Secretary to the Board.

Approval of Minutes

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

Election of Officers

On a motion by N. Berlin, seconded by W. Wexler, the Board appointed Madeline Hanewinckel as President of the Board of Trustees for the 2023-24 fiscal year. Passed unanimously.

On a motion by M. Hanewinckel, seconded by C. Scibelli, the Board appointed William Wexler as Vice President of the Board of Trustees for the 2023-24 fiscal year. Passed unanimously.

Administration of Oaths of Office

Dana Baldwin, notary, arrived at 6:48 pm. D. Baldwin administered the oaths of office to two Trustees and the Director and then departed at 7:00 pm.

At 7:05 pm, Frank Flynn arrived to meet with the Board regarding the vacant seat on the Board and departed at 7:35 pm.

Reorganization and Designations for 2023-24

On a motion by W. Wexler, seconded by N. Berlin, the Board re-appointed Kevin Seaman, Stony Brook, NY with a retainer of \$16,500, as the Library's legal counsel for the 2023-24 fiscal year. Passed unanimously.

On a motion by N. Berlin, seconded by C. Scibelli, the Board re-appointed Baldessari & Coster LLP, Stewart Manor, NY, as external auditor for the 2023-24 fiscal year at a cost not to exceed \$11,900. Passed unanimously. (The internal auditor had been appointed at the May, 2023 meeting.)

On a motion by N. Berlin, seconded by C. Scibelli, the Board re-appointed Maureen McLoughlin as Library Treasurer for the 2023-24 fiscal year at an annual salary of \$6,195. Passed unanimously.

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

On a motion by W. Wexler, seconded by N. Berlin, 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 for the 2023-24 fiscal year. Passed unanimously.

Approval of Bills & Payroll

On a motion by W. Wexler, seconded by N. Berlin, the Board approved the previous month's bills and payrolls as well as the *Independent Accountant's Report* issued by Sheehan Accountants & Advisors, Brightwaters, NY. Passed unanimously.

June 2023	Warrant – General	\$93,970.12
June 2023	Capital Fund	None
June 2023	Payroll	\$166,377.39

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 Maintenance Department report.

6. Thank you letter from Historical Society of Islip Hamlet

Personnel Report:

Accepted.

Financial Report:

Accepted. The Board noted the increase in interest revenue resulting from discussion with First National Bank of Long Island.

Statistical Report:

None.

Security Report:

Old Business:

The Board reviewed the proposal submitted by EMTEC Consulting Engineers, Ronkonkoma, NY for an evaluation of the existing elevator at a fee of \$2,975, which had been approved by the Director.

The Board reviewed the site survey of the library's HVAC undertaken by Vortech Mechanical Corp., Ronkonkoma, NY.

On a motion by W. Wexler, seconded by N. Berlin, the Board approved a proposal submitted by EMTEC Engineers Consulting to provide mechanical/electrical/plumbing engineering services as well as architectural services for proposed HVAC and roofing improvements at a cost of \$53,710 plus \$30,000, respectively. Passed unanimously.

New Business:

On a motion by W. Wexler, seconded by N. Berlin, the Board appointed Frank Flynn to fill the unexpired term of Lois Overton. Passed unanimously.

The Board made a minor edit to the *Conflict of Interest Certification* form to improve wording and agreed that certifications would be signed at the September Board meeting.

Other

The Board agreed that with regard to guest requests for video games with a mature rating, every effort would be undertaken to secure titles through interlibrary loan.

On a motion by W. Wexler, seconded by N. Berlin, the meeting was adjourned at 8:40 p.m.