



273 Beaver Dam Road  
Brookhaven, NY 11719  
Tel: 631-286-1923 Fax: 631-286-0120  
www.brookhavenfreelibrary.org  
bfl@brookhavenfreelibrary.org

---

**Board of Trustee Meeting Minutes – January 16, 2024 APPROVED**

Present: M. Reitzel, M. Chiamonte, K. Dallin, B. LaValle, K. Murphy, S. Anderson and J. Papandrea (Director).

Absent: J. Subhash

**President Megan Reitzel called the meeting to order at 7:07 PM.**

**ADOPTION OF AGENDA:** Resolved that the Board of Trustees of the Brookhaven Free Library approves the proposed agenda dated Tuesday, January 16, 2024. (Reitzel, Dallin, Unanimous)

**APPROVAL OF THE MINUTES:** A motion to postpone approval of the minutes of the December 19, 2023 meeting. (Reitzel, Chiamonte, Unanimous)

**PERIOD FOR PUBLIC EXPRESSION:** None

**Treasurer's Report:**

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the revised Treasurer's Report for the month of June 2023. (Reitzel, Murphy, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the revised Treasurer's Report for the month of July 2023. (Reitzel, Murphy, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the revised Treasurer's Report for the month of August 2023. (Reitzel, Murphy, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the Treasurer's Report for the month of September 2023. (Reitzel, Murphy, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the Treasurer's Report for the month of October 2023. (Reitzel, Murphy, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the Treasurer's Report for the month of November 2023. (Reitzel, Murphy, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the Treasurer's Report for the month of December 2023. (Reitzel, Dallin, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of receipts and disbursements for the month of December 2023. (Reitzel, Kirk-Murphy, LaValle)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for the month of December 2023. (Reitzel, Dallin, Unanimous)

**REPORTS:**



273 Beaver Dam Road  
Brookhaven, NY 11719  
Tel: 631-286-1923 Fax: 631-286-0120  
www.brookhavenfreelibrary.org  
bfl@brookhavenfreelibrary.org

**PRESIDENT:** No report.

**DIRECTOR'S REPORT:**

- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the Director's Report for the month of December 2023. (Reitzel, Anderson, Unanimous)
- The Director shared updates regarding the completion of the painting of the Community Room, publication of notices for the April 2 Budget Vote and staff development.
- It was also noted that the South Bay Art Association has an exciting new collection on display at the Library and all are encouraged to view the beautifully crafted sketchbooks.

**COMMITTEE REPORTS:**

**Building and Grounds:** None

**Finance:** None

**Public Relations:** None

**Nominating:** Discussion regarding the upcoming Trustee Election. Two Trustees end their terms on June 30, 2024.

**Technology:** None

**Administrative/Policy:** None

**NEW BUSINESS:**

- Trustee Education – The Director reminded Trustees that there is an annual requirement of two training hours for all trustees. Resources available from the Cooperative Library System were reviewed.
- Exterior Painting – Three exterior paint quotes were reviewed. Additional quotes were requested.

**OLD BUSINESS:** FY 2024-2025 Budget – The Director presented the 1<sup>st</sup> draft of the budget. The tax cap formula and allowable increase were also reviewed. Discussion regarding salaries took place and additional information was requested. A 2<sup>nd</sup> draft will be presented at the February meeting.

**ADJOURNMENT:** Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting at 7:52 PM. (Reitzel, Anderson, Unanimous)

Respectfully submitted: *Jamie Papandrea, Director*