

Board of Trustees Meeting Minutes – February 28, 2024 APPROVED

Present: M. Reitzel, A. Budris, S. Anderson, K. Dallin, B. LaValle, J. Subhash and J. Papandrea (Director).

Absent: K. Kirk-Murphy

President M. Reitzel called the meeting to order at 7:04 PM.

ADOPTION OF AGENDA: Resolved that the Board of Trustees of the Brookhaven Free Library approve the proposed agenda dated Wednesday, February 28, 2024. (Reitzel, Anderson, Unanimous)

APPROVAL OF THE MINUTES:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes of the Tuesday, December 19, 2023 meeting. (Reitzel, LaValle, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes of the Tuesday, January 16, 2024 meeting. (Reitzel, LaValle, Unanimous)

PERIOD FOR PUBLIC EXPRESSION: None.

CORRESPONDENCE:

- A letter was received from patron and former Trustee Margaret Realander thanking the Director and Board for keeping the Library well cared for and expressing how pleased she is with the recent improvements to the Library's grounds.
- A memo was received from Volz & Vigliotta, PLLC (the Library's attorneys) regarding the New York Early Mail Voter Act and its implications on the Library's Annual Budget Vote and Trustee Election.

NEW BUSINESS:

- Resolved that the Board of Trustees of Brookhaven accepts the resignation of Michele Chiamonte from the Board of Trustees effective January 19, 2024. (Reitzel, Dallin, Unanimous)
- President Reitzel then made a motion to appoint Andrew Budris to serve as Trustee until June 30, 2024, effective immediately to fill the vacancy left by Michele Chiamonte's resignation. (Reitzel, Dallin, Unanimous)
- Mr. Budris enthusiastically accepted the appointment and was given the Oath of Office as well as the Conflict of Interest and Whistleblower Policies.

- A motion was made to elect Trustee Kristin Kirk-Murphy to serve as Board Vice President (Reitzel, Anderson, Unanimous).
- President Reitzel then made the following committee appointments to fill vacancies as per the Bylaws:
 - Jackie Subhash to serve on the Building and Grounds Committee.
 - Brittany LaValle to serve on the Finance Committee.
 - Andrew Budris to serve on the Public Relations Committee.
 - Andrew Budris to serve on the Nominating Committee.

TREASURER'S REPORT:

- Resolved that the Treasurer's report was accepted for January 2024 (Reitzel, Subhash, Unanimous).
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of receipts and disbursements for the month of January 2024 (Reitzel, Subhash, Unanimous).
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for the month of January 2024 (Reitzel, Subhash, Unanimous).

REPORTS:

PRESIDENT'S REPORT: None.

DIRECTOR'S REPORT:

- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the Director's Report for the month of February 2024. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves attendance for the Director at NYLA's Annual Library Advocacy events, held in Albany, NY February 6-7 with hotel fees, transportation, and miscellaneous expenses not to exceed \$600.00. (Reitzel, Dallin, Unanimous)
- The Director shared a revised job description for the position of Educator and discussion followed regarding the interview process and candidates.
- Resolved that the Board of Trustees of the Brookhaven Free Library establishes the position of Educator. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the hiring of Michele Chiamonte as full-time Patron Services Educator at an annual salary of \$60,000, effective March 4, 2024. (Reitzel, Subhash, Unanimous).
- Additional discussion followed regarding current job titles and duties.

COMMITTEE REPORTS:



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Building and Grounds: None
Finance: None
Public Relations: None
Nominating: None
Technology: None
Administrative/Policy: None

NEW BUSINESS: The audit for FY 2022-2023 is now complete and a copy was distributed to Board members. It will be further discussed at a future meeting.

OLD BUSINESS:

- The Director presented the revised budget.
- Salaries and job titles were discussed.
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the proposed total operating budget of \$1,062,236 for the FY 2024-2025 and will seek tax appropriation in the amount of \$970,692. (Reitzel, Anderson, Unanimous).

ADJOURNMENT: Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting at 8:54 PM. (Reitzel, Dallin, Unanimous)

Respectfully submitted by: *Jackie Subhash, Secretary*