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Board of Trustees Meeting Minutes – April 16, 2024 **APPROVED**

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

Absent: K. Dallin

**M. Reitzel called the meeting to order at 7:13 PM.**

**ADOPTION OF AGENDA:** Resolved that the Board of Trustees of the Brookhaven Free Library approve the proposed agenda for the Tuesday, April 16, 2024 meeting. (Reitzel, LaValle, Unanimous)

**APPROVAL OF THE MINUTES:** Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes of the Tuesday, March 19, 2024 meeting, with a correction regarding motions for the approval to postpone the Treasurer's Report. M. Reitzel was incorrectly listed as making the first motion to approve, however, it was S. Anderson. (Reitzel, Subhash, Unanimous)

**PERIOD FOR PUBLIC EXPRESSION:** None.

**CORRESPONDENCE:** None.

**TREASURER'S REPORT:**

- Resolved that the Board of Trustees of the Brookhaven Free Library postpones approval of the Treasurer's report for March 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 March 2024. (Reitzel, LaValle, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for the month of March 2024. (Reitzel, LaValle, Unanimous)

**REPORTS:**

**PRESIDENT'S REPORT:** None.

**DIRECTORS REPORT:**

- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the Director's Report for the month of March 2024. (Reitzel, Kirk-Murphy, Unanimous)

- The Director's report was reviewed and discussed.
- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the resignation of Emma Bull from the position of part-time (17.5 hours weekly) Enrichment and Library Services Assistant, effective April 11, 2024. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves Emma Bull to serve as a substitute when needed at the rate of \$22.00 per hour. (Reitzel, Anderson, Unanimous)
- The Director shared that the proposed budget passed 147 YES to 13 NO (111 in-person, 52 absentees/early mail). Megan Reitzel (149 votes) and Andrew Budris (149 votes) were elected as Trustees.
- BFL and the HOG Farm are working together to start a community compost project to use for the Library's waste materials and to educate and encourage the public. The compost bin should be ready for use soon.

#### **COMMITTEE REPORTS:**

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

**NEW BUSINESS:** The Director presented the annual review of the Library's retirement accounts. A summary of the funds available to employees through the 403(b) Plans with TIAA was distributed and discussed.

#### **OLD BUSINESS:**

- Site Improvement Project:
  - The Director reviewed outstanding punch list items and provided an update.
  - The fence painting is to commence shortly.
  - Road striping on Library Lane needs to be redone due to irregular fading and premature removal.
  - Once punch list items are completed, Nelson & Pope will initiate the close-out process so that we can obtain a final CO. All permits must be closed and CO granted to receive the last 10% of the \$220,000 NYS Construction Grant.
  - A photo op has been requested by Assemblyman Joe DeStefano to celebrate the completion of the Site Improvement Project. Discussion was had regarding potential ways to mark the occasion.
- Exterior painting was discussed. The Director is working to secure additional quotes.



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- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the Director's contract renewal for 2024. (Reitzel, Anderson, Unanimous)

**ADJOURNMENT:** Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting at 8:00 PM. (Reitzel, Anderson, Unanimous)

Respectfully submitted by: *Jackie Subhash, Secretary*