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**Board of Trustees Meeting Minutes – June 18, 2024 APPROVED**

Present: M. Reitzel, K. Kirk-Murphy, K. Dallin, J. Subhash, J. Papandrea (Director), Jody D'Ambrosio (Business Manager)

Absent: S. Anderson, A. Budris, B. LaValle

**President M. Reitzel called the meeting to order at 7:17 PM.**

**ADOPTION OF AGENDA:** Resolved that the Board of Trustees of the Brookhaven Free Library approves the proposed agenda dated Tuesday, June 18, 2024. (Reitzel, Dallin, 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. (Reitzel, Kirk-Murphy, Unanimous)

**PERIOD FOR PUBLIC EXPRESSION:** None.

**CORRESPONDENCE:** A motion was made to postpone voting on the Audit Engagement Letter from Baldessari & Coster, LLP so that the Director can clarify rate information (Reitzel, Subhash, Unanimous)

**TREASURER'S REPORT:**

- Business Manager Jody D'Ambrosio discussed the new format for reporting and key points on those reports.
- Resolved that approval of the Treasurer's report for the month of May 2024 is postponed. (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 May 2024. (Reitzel, Subhash, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for the month of May 2024. (Reitzel, Dallin, 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 May 2024. (Reitzel, Dallin, Unanimous)
- The Director welcomed new Business Manager Jody D'Ambrosio and commended her performance. She went on to describe the progress Jody has made, her insightful suggestions and her general expertise regarding public library financial matters.
- The Director requested that the Board enter into an Executive Session to discuss the employment history of a specific person.
- A motion was made to enter into Executive Session at 7:30 PM to discuss the performance of a specific employee, inviting the Director and Business Manager to participate. (Reitzel, Dallin, Unanimous)
- Motion to exit Executive Session at 7:44 PM. (Reitzel, Dallin, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the revised Retirement Policy, reflecting the increase in matching to 8% starting July 1. (Reitzel, Subhash, Unanimous)
- The FY 2024-2025 cash flow analysis was reviewed and discussed.
- Resolved that the Board of Trustees of the Brookhaven Free Library will request a Tax Anticipation Note (TAN) from the South Country Central School District for the amount of \$ 400,000 for FY 2024-2025. (Reitzel, Kirk-Murphy, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the revised quote prepared by CSDNET for the purchase, configuration and installation of nine computers to replace the existing staff computers and for two additional laptops for \$10,654.56. (Reitzel, Anderson, Unanimous)

#### **Committee reports:**

**Building and Grounds:** None

**Finance:** None

**Public Relations:** None

**Nominating:** None

**Technology:** None

**Administrative/Policy:** None

**New Business:** The President discussed the possibility of an August meeting, date TBD.

#### **Old Business:**

- Site Improvement Project is nearly complete. Street markings on Library Lane need to be redone. Then the project can be inspected by the Town and the project officially closed out.
- Exterior Painting Project – received quotes were reviewed as well as updated information on availability.



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- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the quote prepared by Kaplan Painting for painting the exterior of the Library for the sum of \$18,650.00. (Reitzel, Anderson, Unanimous)

**Adjournment:** Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting at 8:05 PM. (Reitzel, Unanimous)

Respectfully submitted: *Jamie Papandrea, Director*