



273 Beaver Dam Road
Brookhaven, NY 11719
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Board of Trustees Meeting Minutes – Tuesday, September 24, 2024 **APPROVED**

Present: M. Reitzel, K. Kirk-Murphy, S. Anderson, A. Budris, K. Dallin, J. Subhash, A. Zutter (Interim Director), and J. D'Ambrosio (Business Manager)

Absent: none

M. Reitzel called the meeting to order at 7:02 PM.

Adoption of the Agenda:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the proposed agenda dated Tuesday, September 24, 2024. (Reitzel, Dallin, Unanimous)

Approval of the Minutes:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes of the August 13, 2024 meeting, with noted change. (Reitzel, Dallin, Unanimous)

Period for Public Expression: None

Correspondence:

- Kevin Verbese sent a letter to the BFL Board of Trustees about upcoming SCLS Trustee nominations.

Entered Executive Session at 7:04 PM

- A. Zutter and J. D'Ambrosio exited at the start of executive session.
- A. Zutter was invited to join at 7:21 PM.
- A. Zutter exited at 7:26 PM.
- M. Reitzel stepped out at 7:29 PM.
- M. Reitzel made a motion to exit executive session at 7:38 PM. (Subhash, Unanimous)
- M. Reitzel made a motion to accept the resignation of Jamie Papandrea as Director of the Brookhaven Free Library, effective August 16, 2024. (Anderson, Unanimous)
- M. Reitzel made a motion to appoint Anthony Zutter as the director of the Brookhaven Free Library, effective September 25, 2024, with an annual salary of \$110,000, and a probationary period of six months. (Anderson, Unanimous)



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Treasurer's Report:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the Treasurer's Report for the month of **July & August 2024**. (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 **July & August 2024**. (Reitzel, Dallin, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for the month of **July & August 2024**. (Reitzel, Dallin, Unanimous)

Reports:

President: None

Director:

- The director's report was distributed and reviewed.
- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the Director's Report for the month of **September 2024**. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the hiring Alexa LaSalle for the position of part-time (10-15 hours weekly) Circulation Clerk at the rate of \$17 per hour, effective August 20, 2024. (Reitzel, LaValle, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves intermittent paternity leave for Anthony Zutter through Paid Family Leave beginning Wednesday, September 25, 2024. (Reitzel, Subhash, Unanimous)

Committee Reports:

Building and Grounds: none

Finance: none

Public Relations: none

Nominating: none

Technology: none

Administrative/Policy:

- M. Reitzel made a motion to increase the annual salary for Rita Banellis to \$83,000, effective Monday, September 30, 2024. (Subhash, Unanimous)
- M. Reitzel made a motion to pay out Jamie Papandrea for 10 of her unused personal days (LaValle, Unanimous)



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- M. Reitzel made a motion to approve the consultation services of Jamie Papandrea for up to four seven-hour days or 28 hours, at the rate of \$100 per hour. (Kirk-Murphy, Unanimous)
- Additional consultation time requests will be evaluated if needed by staff.

New Business:

- J. D'Ambrosio shared that the annual audit will take place on October 9-11, 2024 by Baldessari & Coster LLP.

Old Business: None

Adjournment:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting at 8:19 PM. (Reitzel, Budris, Unanimous)

Respectfully submitted:

Brittany LaValle, Secretary