



273 Beaver Dam Road  
Brookhaven, NY 11719  
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Board of Trustees Meeting Minutes – January 19, 2021 **APPROVED**

Present: M. Reitzel, J. Quirk, K. Kirk Murphy, S. Anderson, M. Chiaramonte, J. Papandrea (Director), E. Schleier (Business Manager)

Absent: D. Smith

**M. Reitzel called the meeting to order at 7:06 p.m.**

The Brookhaven Free Library Board of Trustees is meeting tonight for its regularly scheduled Board meeting on Tuesday, January 19, 2021 through Zoom Meeting ID number 853 5792 9589.

**Approval of Minutes:** Approval of minutes postponed till next meeting.

**Correspondence:** None.

**Treasurer's Report:**

- Treasurer's Report was distributed and reviewed.
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the Treasurer's Report for the month of December 2020 (Reitzel, Kirk-Murphy, Unanimous).
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of receipts and disbursements for the month of December 2020 (Reitzel, Kirk-Murphy, Unanimous).
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for month of month of December 2020 (Reitzel, Kirk-Murphy, Unanimous).

**New Business:**

- The Director and Business Manager presented a draft FY 2021-2022 Budget.
- Line items and salaries were reviewed and discussed.
- Considerable discussion was had regarding tax levy. Trustees will consider proposed and vote at February meeting.

**Reports:**

**President:**

- No report.

**Director:**

- The report was distributed.



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- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the resignation of Jocelyn Kaleita from the part-time position of Librarian effective January 2, 2021 (Reitzel, Kirk-Glynn, Unanimous).
  - Motion to pay Director for 66 unused hours of time, as per contract (Reitzel, Quirk, Unanimous).
  - Conversation regarding Paid Time Off Policy. A motion was made to accept the draft summary and accrual chart (Reitzel, Kirk-Glynn, Unanimous).
  - Feedback from the Town of Brookhaven regarding the Library's Site Improvement Plan was reviewed and discussed. Trustees are in favor of taking recommended actions. Director will speak with the Library's attorney regarding next steps.
  - A motion was made to assign \$17,100.00 from the General Fund to the Capital Fund for the purpose of service rendered by Nelson & Pope as outlined in their contract for Site Improvements (Quirk, Reitzel, Unanimous).
  - Resolved that the Board of Trustees of the Brookhaven Free Library accepts the Director's Report for the period of December 16, 2020-January 18, 2021 (Quirk, Reitzel, Unanimous).

**Committee reports:**

**Building and Grounds:** none

**Finance:** none

**Public Relations:** none

**Nominating:** none

**Technology:** none

**Administrative/Policy:** none

**New Business:**

**Old Business:**

- A motion was made to accept the Director's renewed contract for 2021 (Reitzel, Anderson, Unanimous).

**Adjournment:**

- Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting 8:23 pm (Reitzel, Quirk, Unanimous).

Respectfully Submitted:

*Kristin Kirk Murphy, Secretary*