



273 Beaver Dam Road  
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Board of Trustees Meeting Minutes – April 20, 2021 **APPROVED**

Present: M. Reitzel, J. Quirk, S. Anderson, T. Kirk Glynn, M. Chiaramonte, J. Papandrea (Director)

**Absent:** K. Kirk Murphy, D. Smith

**M. Reitzel called the meeting to order at 7:04 p.m.**

The Brookhaven Free Library Board of Trustees is meeting tonight for its regularly scheduled Board meeting on April 20, 2021 through Zoom Meeting ID 836 6964 9071.

**Approval of Minutes:**

Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes from the March 30, 2021 meeting (Quirk, Kirk Glynn, Unanimous).

**Correspondence:**

- An audit engagement letter from Baldessari & Coster LLP was distributed for review.
- Resolved that Board of Trustees of the Brookhaven Free Library accepts the engagement letter received from Albert Coster, C.P.A. of Baldessari & Coster LLP and approves the outlined actions as they relate to our annual audit, for a fee not expected to exceed \$7,300 (Reitzel, Anderson).
- A letter from South Country Peace Group was distributed for review.
- Discussion regarding proposed Peace Pole followed; all in favor of moving forward.

**Reports:**

**Treasurer:**

- The 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 March 2021 (Reitzel, Chiaramonte, Unanimous).
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of receipts and disbursements for the month of March 2021 (Reitzel, Chiaramonte, Unanimous).
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for the month of March 2021 (Reitzel, Chiaramonte, Unanimous).

**President:**



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- No report.

**Director:**

- The Director's Report was distributed and reviewed.
- Resolved that the Board of Trustees approves the deconstruction of records in accordance with the Records Retention and Disposition Schedule MI-I as outlined (Quirk, Reitzel, Unanimous).
- Resolved that the Board of Trustees of the Brookhaven Free Library will request a TAN in the amount of \$500,000 for FY2021-2022 (Quirk, Chiaramonte, Unanimous).
- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the Director's Report (Reitzel, Quirk, Unanimous).

**Committee reports:**

**Building and Grounds:** none

**Finance:** none

**Public Relations:** none

**Nominating:** none

**Technology:** none

**Administrative/Policy:** none

**New Business:** none

**Old Business:**

- Resolved that the Board of Trustees of the Brookhaven Free Library extends the authorization for the continued payment of payroll expenses for staff while administratively reassigned to work from home effective March 14, 2020 and now through May 31, 2021. Staff will be paid for scheduled hours as necessary (Reitzel, Kirk Glynn, Unanimous).

**Adjournment:**

- Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting 7:22 PM (Reitzel, Kirk Glynn, Unanimous).

Respectfully Submitted:

*Jamie Papandrea, Director*