



273 Beaver Dam Road
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Board of Trustees Meeting Minutes – June 15, 2021 **APPROVED**

Present: M. Reitzel, J. Quirk, K. Kirk Murphy, T. Kirk Glynn, M. Chiaramonte, J. Papandrea (Director), S. Anderson, R. Banellis, Education & Community Outreach Coordinator

Absent: D. Smith

M. Reitzel called the meeting to order at 7:11 PM

The Brookhaven Free Library Board of Trustees is meeting tonight for its regularly scheduled Board meeting on June 15, 2021 through Zoom Meeting ID 850 0544 8062.

Approval of Minutes:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes of the April 20, 2021 meeting. (Reitzel, Kirk-Murphy, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes of the May 18, 2021 meeting. (Reitzel, Kirk-Murphy, Unanimous)

Period for Public Expression: None

Correspondence: None

Treasurer's:

- 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 May 2021. (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 May 2021. (Reitzel, Kirk-Murphy, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for month of May 2021. (Reitzel, Kirk-Murphy, Unanimous)

Reports:

President: No report.

Director:

- The Director's Report was distributed and reviewed.

- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the revised departure date for Jennifer Rocco from the full-time position of Library Services Manager effective June 2, 2021. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the resignation of Katie Sciuti from the part-time position of Children's Library Assistant effective June 25, 2021. (Quirk, Reitzel, Unanimous)
- A discussion of future hiring needs and challenges followed.
- Motion to go into Executive Session to discuss the performance of a specific employee was made at 7:32 PM. (Reitzel, Quirk, Unanimous)
- Motion to invite Director Jamie Papandrea and Education & Community Outreach Coordinator Rita Banellis to join the Executive Session. (Reitzel, Quirk, Unanimous)
- Rita Banellis left the Executive Session 7:46 PM.
- A motion was made to exit the Executive Session at 8:06 PM. (Quirk, Reitzel, Unanimous)
- Motion to accept the revised salary chart effective July 1, 2021. (Kirk-Glynn, Anderson, Unanimous)
- Motion to assign \$75,674 from the General Fund Balance to finance future site improvements as outlined in the accepted Site Improvement Plan, submitted by Nelson & Pope and the accepted bid by Pioneer Landscaping & Asphalt Paving, Inc. (Quirk, Reitzel, Unanimous)
- Motion to authorize the transfer funds of up to \$415, 674 as needed to the Capital Fund to pay expenses related to site improvements as outlined in the accepted Site Improvement Plan, submitted by Nelson & Pope and the accepted bid by Pioneer Landscaping & Asphalt Paving, Inc. (Quirk, Reitzel, Unanimous)
- Motion to accept the quote from Therm-A-Trol to replace the Office/Nonfiction Room AC unit for the cost of \$6,970. (Quirk, Reitzel, Unanimous)
- Motion to accept the quote from Advanced Door Solutions for repairs to the Children's entrance doors for the cost of \$4,300.92. (Reitzel, 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



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Technology: The new server has been received and installed on site. They are working behind the scenes to set up and will cut over sometime in the next week or so.

Administrative/Policy: None

New Business: None.

Old Business:

- COVID 19 Response Plan – Discussion regarding masks and other social distancing measures in light of revised CDC guidelines and the Governor's new regulation changes. The Library will add back additional seating and modify procedures as allowable by NYS.
- Motion to update our mask policy based on CDC guidelines. (Reitzel, Quirk, Unanimous)
- Site Improvement Plan – Waiting for a project start date and working with Pioneer to supply information.

Adjournment:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting 8:27 PM. (Reitzel, Quirk, Unanimous)

Respectfully Submitted:

Kristin Kirk Murphy, Secretary