



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

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

Absent: D. Smith, M. Chiaramonte

M. Reitzel called the meeting to order at 7:07 PM

Approval of Minutes:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes of the July 20, 2021 meeting. (Anderson, Reitzel, Unanimous)

Period for Public Expression: None

Correspondence: None.

Treasurer's Report:

- The Treasurer's Report was distributed and reviewed. July report not included by error. Vote on July's information is postponed.
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the Treasurer's Report for the month of August 2021. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of receipts and disbursements for the month of August 2021. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for the month of August 2021. (Reitzel, Anderson, Unanimous)

Reports:

President: No report.

Director:

- The Director's Report was distributed, reviewed and discussed.
- Discussion regarding staffing and hiring.
- Motion to accept the resignation of Kimberly Impellizzeri from the position of part-time Library Assistant effective August 28, 2021. (Reitzel, Kirk-Glynn Unanimous)
- Motion to accept the resignation of Meghan Breslin from the position of part-time Circulation Clerk effective August 30, 2021. (Reitzel, Kirk-Glynn Unanimous)

- Motion to accept the resignation of Brittany LaValle from the position of part-time Children's Librarian effective September 7, 2021. (Reitzel, Kirk-Glynn Unanimous)
- Motion to accept the quote from CSDNET for the purchase, installation and configuration of a new computer (Dell Optiplex 3080) for the Reference Desk at a cost of \$789. (Quirk, Reitzel, Unanimous)
- Motion to approve Rita Banellis' participation in NYLA's Developing Leaders Program for \$695. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the Director's Report. (Reitzel, Anderson, Unanimous)

Committee reports:

Building and Grounds: None
Finance: None
Public Relations: None
Nominating: None
Technology: None
Administrative/Policy: None

New Business: None

Old Business:

- On-going COVID response plan was discussed. No significant changes to operations proposed at this time. In-person classes will begin in the next programming period (Oct.-Dec.). All patrons (2 years and up) participating in classes/events at the Library (indoor) will be required to wear a mask regardless of vaccination status.
- Trustees discussed Sunday hours. All agreed that the Library will remain closed on Sundays through December 31, 2021. They will further discuss this topic at future meetings.
- Discussion regarding HERO Act, air ventilation and air filters was had.
- Motion to accept the quote from Therm-A-Trol for the purchase and installation of an iWave-C air ionization system for \$3,213. (Quirk, Reitzel, Unanimous)
- Discussion of discontinuing Sunday hours at Brookhaven Free Library will need further review.
- Site Improvement Project was discussed and the Director provided updates regarding the permit process and recent feedback from the HDAC.



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- Motion to approve the expenses from PSEG and Altice necessary to relocate one utility pool on Beaver Dam Road \$20,350 as previously discussed. (Reitzel, Anderson, Unanimous)
- The Director discussed the Library's application for a Public Library Construction Grant and reviewed the submission and award process.
- Resolved that Board of Trustees of Brookhaven Free Library does hereby approve the submission of a Public Library Construction Grant proposal for improved Access and Safety of Library Grounds; grant to be administered in accordance with the requirements of Education Law 273-a and Commissioner's Regulations 90.12. (Quirk, Reitzel, Unanimous)

Adjournment:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting 8:22 PM. (Reitzel, Anderson, Unanimous)

Respectfully Submitted:

Kristin Kirk Murphy, Secretary