



273 Beaver Dam Road  
Brookhaven, NY 11719  
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Board of Trustees Meeting Minutes – November 16, 2021 **APPROVED**

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

**Absent:** D. Smith

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

The Brookhaven Free Library Board of Trustees is meeting tonight for its regularly scheduled Board meeting on November 16, 2021 through Zoom Meeting ID 833 9141 0243.

**Approval of Minutes:**

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes of the September 15, 2021. (Reitzel, Quirk, Unanimous)

**Period for Public Expression:** None

**Correspondence:** None

**Audit Review:**

- Al Coster, CPA reviewed the FY 2020-2021 audit report with the Trustees, noting that the Library is in good financial shape.
- There were no major recommendations or necessary actions to take at this time.
- The Library's Business Manager, Eileen Schleier was commended by the Board President and Mr. Coster for her work and expertise in preparing for the audit and maintaining clear, detailed records.

**Treasurer's Report:**

- 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 months of September and October 2021. (Reitzel, Quirk, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of receipts and disbursements for the months of September and October 2021. (Reitzel, Quirk, Unanimous)



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- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for the months of September and October 2021. (Reitzel, Quirk, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the warrants and disbursements for July 2021. (Reitzel, Quirk, Unanimous)

#### **Reports:**

**President:** No report.

#### **Director:**

- The Director's Report was distributed, reviewed and discussed.
- Resolved that the Board of Trustees of Brookhaven Free Library approves the hiring of Jacqueline Rajab for the position of part-time Circulation Clerk at the rate of \$16.50 per hour, effective September 16, 2021. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of Brookhaven Free Library approves the resignation of Jacqueline Rajab resigned from the position of part-time Circulation Clerk effective September 30, 2021. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of Brookhaven Free Library approves the hiring of Sydney Kane for the position of part-time Circulation Clerk at the rate of \$16.50 per hour, effective September 7, 2021. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of Brookhaven Free Library approves the resignation of Sydney Kane from the position of part-time Circulation Clerk effective October 28, 2021. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of Brookhaven Free Library approves the hiring of Alyssa VanCotten for the position of part-time Circulation Clerk at the rate of \$16.50 per hour, effective October 30, 2021. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of Brookhaven Free Library approves the hiring of Brianna Pelleteri for the position of part-time Library Assistant at the rate of \$21.00 per hour, effective October 14, 2021. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of Brookhaven Free Library approves the hiring of Melanie Hamilton for the position of full-time Librarian, at a salary of \$45,000 annually, effective December 6, 2021. (Reitzel, Anderson, Unanimous)
- Draft Collection Development policy was reviewed and discussed.
- Motion to accept the collection development policy. (Reitzel, Quirk, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the Director's Report. (Quirk, Anderson, Unanimous)



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### Committee reports:

**Building and Grounds:** The Brown Family's home mural of Chapel Avenue and the surrounding, has been gifted to the Library and will be hung over the entrance to the Community Room. It will be framed and placed by a local contractor. An unveiling will be planned for this occasion.

**Finance:** None

**Public Relations:** None

**Nominating:** None

**Technology:** None

**Administrative/Policy:** None

### New Business:

- Motion to accept the contract for legal services from Volz & Vigliotta, PLLC effective July 1, 2021. (Quirk, Glynn, Unanimous)
- The Library's bylaws were reviewed and discussed. Desired and necessary modifications will be discussed with the attorney and brought back to the Board for further discussion.
- President Reitzel will coordinate action items for Director J. Papandrea's annual contract and performance review. She will contact the attorney to review the current contract and set a date for the Director's performance review. Treasurer Quirk and Secretary Murphy will assist.

### Old Business:

- Discussion regarding proof of vaccination for new employees took place. No changes made to the current procedure at this time.
- The Director gave Trustees updates regarding the Site Improvement Project. Recommendations from the Historic District Advisory Council were discussed and possible alternative design/build options were talked about in great detail.

### Adjournment:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting 8:38 PM. (Reitzel, Quirk, Unanimous)

Respectfully Submitted:

*Kristin Kirk Murphy, Secretary*