



273 Beaver Dam Road
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Board of Trustees Meeting Minutes – December 21, 2021 **APPROVED**

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

Absent: None.

M. Reitzel called the meeting to order at 7:27 PM

The Brookhaven Free Library Board of Trustees is meeting tonight for its regularly scheduled Board meeting on Tuesday, December 21, 2021 through Zoom Meeting ID 858 0942 9428.

Approval of Minutes:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes of the November 16, 2021 meeting. (Reitzel, Quirk, Unanimous)

Period for Public Expression: None

Correspondence: None.

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

Reports:

President: No report.

Director:

- The Director's Report was distributed, reviewed and discussed.

- The Director presented the Board with a request to award staff additional Paid Time Off hours to full-time staff members, in light of the fact that Christmas and New Year's days both fall on Saturdays.
- J. Quirk made a motion to award 7.5 hours of PTO for both Christmas and New Year's days (15 total hours) for all full-time employees. (Quirk, Reitzel, Unanimous)
- A completely revised Circulation Policy was included with the Director's report and discussed.
- President Reitzel made a motion to accept the new Circulation Policy. (Reitzel, Anderson, 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:

- Motion to accept the 2022 Calendar of Closings and Meeting Dates. (Quirk, Smith, Unanimous).
- Motion to accept the 2022 Payroll Date Schedule and authorize payments as described. (Reitzel, Kirk Murphy, Unanimous).
- SCLS 2022 Budget was distributed and reviewed.
- J. Quirk made a motion to approve the proposed SCLS budget for 2022. (Quirk, Reitzel, Unanimous)
- Motion to vote for Harold Trabolt as SCLS Trustee representing the Town of Brookhaven. (Reitzel, Smith, Unanimous).
- A draft FY 2022-2023 Budget was distributed. The Director noted that any potential increases will take cost of living, employee performance and/or salary comparison with libraries of similar budgets and service populations into account. Trustees were in favor of revising the current draft by removing the Page position salary line from the salaries budget.

Old Business:

- On-going COVID-19 response plan was discussed. No significant changes to operations proposed at this time. Sunday hours discussed as well.



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- Motion to keep the Library closed on Sundays, reconsidering this decision in March 2022. (Reitzel, Quirk, Unanimous)
 - Site Improvement Project was discussed. No significant progress to report at this time.
 - The Director's Annual Review will occur the week of January 10th. The review committee will report back to the Board at the next meeting.

Adjournment:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting 8:04 PM. (Reitzel, Kirk Glynn, Unanimous)

Respectfully Submitted:

Kristin Kirk Murphy, Secretary