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Board of Trustees Meeting Minutes – January 18, 2022 **APPROVED**

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

**Absent:**

**M. Reitzel called the meeting to order at 7:03 PM**

The Brookhaven Free Library Board of Trustees is meeting tonight for its regularly scheduled Board meeting on January 18, 2022 through Zoom Meeting ID 848 6125 0629.

**Approval of Minutes:**

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes of the December 21, 2021 meeting. (Reitzel, Kirk Murphy, Unanimous)

**Period for Public Expression:** None

**New Business:**

- Motion to rescind the Association Member Bylaws. (Quirk, Smith, Unanimous)
- Motion to rescind the Association Trustees' Bylaws. (Quirk, Smith, Unanimous)
- Resolved that the Board of the Brookhaven Free Library adopt the Association Bylaws. (Quirk, Smith, Unanimous)

**Correspondence:** None

**Old Business:**

- A motion was made by President Reitzel to enter into Executive Session to discuss the Director's performance review and contract renewal at 7:06 PM, seconded by Treasurer Quirk and unanimously accepted by all.
- A motion was made by President Reitzel to exit Executive Session after discussion about the Director's performance review and contract renewal at 7:26 PM, seconded by Treasurer Quirk and unanimously accepted by all.
- No action taken, further discussion is necessary before presenting a contract to the Director.

**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 January 2022. (Quirk, Smith, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of receipts and disbursements for the month of January 2022. (Quirk, Smith, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for the month of January 2022. (Quirk, Smith, Unanimous)

**Reports:**

**President:** No report.

**Director:**

- The Director's Report was distributed, reviewed and discussed.
- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the Director's Report. (Reitzel, Quirk, Unanimous)
- Motion to approve the revised Confidentiality of Library Information Policy (Reitzel, Smith, Unanimous)

**Committee reports:**

**Building and Grounds:** None

**Finance:** None

**Public Relations:** None

**Nominating:** None

**Technology:** None

**Administrative/Policy:** None

**New Business:** None

**Old Business:**

- A revised draft of the FY 2022-2023 Budget was presented by the Director and Business Manger. Review and discussion followed. The Director will prepare additional salary information and represent the Budget at the February meeting so that a final vote can be taken.
- The Library's ongoing COVID-19 response plan was discussed. Classes and events will resume in February.
- The Director provided updates regarding the Site Improvement Project. Looking forward to a plan rendering which is expected in the coming days. Nelson & Pope is close to completing plan changes necessary for resubmission to the



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Town's Planning Board. We hope to make the earlier window and get on the Town Board's Agenda sooner.

**Adjournment:**

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

Respectfully Submitted:

*Kristin Kirk Murphy, Secretary*