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Board of Trustees Meeting Minutes – February 15, 2022 **APPROVED**

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

Absent: D. Smith

M. Reitzel called the meeting to order at 7:05 PM

The Brookhaven Free Library Board of Trustees is meeting tonight for its regularly scheduled Board meeting on February 15, 2022 through Zoom Meeting ID 861 3681 2802.

Adoption of Agenda:

- Motion to approve the proposed agenda for the meeting of February 15, 2022. (Reitzel, Chiamonte, Unanimous)

Approval of Minutes:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes of the January 18, 2022 meeting. (Reitzel, Quirk, Unanimous)

Period for Public Expression: None

Correspondence: None

Treasurer's Report:

- The Treasurer's Report was distributed and reviewed.
- Treasurer noted movement of \$10,000 in Suffolk Federal accounts and explained that it was necessary to avoid fees charged by the bank for accounts with no activity within a certain time period.
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the Treasurer's Report for the month of January 2022. (Reitzel, Chiamonte, 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. (Reitzel, Chiamonte, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for the month of January 2022. (Reitzel, Chiamonte, Unanimous)



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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, Kirk Glynn, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the legal notices for the FY 2022-2023 Budget Vote and Trustee election. (Quirk, Reitzel, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the Telecommuting Policy. (Reitzel, Quirk, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the Financial Policies. (Quirk, Reitzel, Unanimous)
- The Director shared patron feedback about the Fiction Room and discussed some preliminary ideas for improvement. The Board would like to explore this topic and agreed that the Director should formulate a specific plan.
- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the quote from Dell for the purchase of five laptops at a total cost of \$4,696.10 (2 Latitude 5420, 3 Latitude 3520). (Quirk, Reitzel, Unanimous)

Committee reports:

Building and Grounds: None

Finance: None

Public Relations: None

Nominating: Petitions are due back to the Director by 5:00 PM, Monday, February 28. Trustee Smith has expressed interest in running for reelection. There are two additional candidates who have submitted petitions for the 1 open seat.

Technology: None

Administrative/Policy: None

New Business: None.

Old Business:

- A revised draft budget for FY 2022-2023 was distributed and discussed. Salaries were reviewed, along with additional information prepared by the Director

regarding salary comparisons to other libraries with similar service populations and size.

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the proposed operating budget for the FY 2022-2023 and will seek tax appropriation in the amount of \$926,191. (Reitzel, Quirk, Unanimous)
- The COVID Response Plan has been in place. No issues with masks, which are now optional for both staff and patrons. However, they are still required in the Community Room.
- The Site Improvement Project is making some progress. Resubmission of permit information is expected in the next few days. The Director shared preliminary renderings, which all were pleased with.
- The Director's contract not finalized yet. The committee is exploring compensation models from other libraries and will bring recommendations to the Board, hopefully at the next meeting.
- A motion was made to enter into Executive Session at 8:21 PM to discuss the Director's salary and contract renewal. (Reitzel, Anderson, Unanimous)
- A motion was made to exit Executive Session at 8:37 PM. (Reitzel, Anderson, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves an annual salary of \$120,000 for the Director, effective January 1, 2022. (Reitzel, Quirk, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves a payout for 3 weeks of unused vacation/sick time in the 2021 calendar year for the Director, at her 2021 salary rate. (Reitzel, Quirk, Unanimous)

Adjournment:

- Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting 8:45 PM. (Reitzel, Kirk Glynn, Unanimous)

Respectfully Submitted:

Kristin Kirk Murphy, Secretary