



273 Beaver Dam Road  
Brookhaven, NY 11719  
Tel: 631-286-1923 Fax: 631-286-0120  
www.brookhavenfreelibrary.org  
bfl@brookhavenfreelibrary.org

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Board of Trustees Meeting Minutes – July 16, 2024 **APPROVED**

Present: M. Reitzel, K. Kirk Murphy, A. Budris, K. Dallin, B. LaValle and J. Papandrea (Director).

Absent: S. Anderson, J. Subhash

M. Reitzel called the meeting to order at 7:43 PM. (Reitzel, LaValle, Unanimous)

**Adoption of Agenda:**

- Resolved that the Board of Trustees of the Brookhaven Free Library adopts the proposed agenda for the Tuesday, July 16 meeting. (Reitzel, K. Kirk-Murphy, Unanimous)

**Approval of Minutes:**

- Resolved that the Board of Trustees of the Brookhaven Free Library approves the minutes of the June 18, 2024 meeting, with corrections made to the list of attendees. (Reitzel, K. Kirk-Murphy, Unanimous)

**Period for Public Expression:** None.

**Correspondence:** None.

**Treasurer's Report:**

- Resolved that the Board of Trustees of the Brookhaven Free Library postpones approval of the Treasurer's Report. (Reitzel, K. 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 June 2024. (Reitzel, K. Kirk-Murphy, Unanimous)
- Resolved that the Board of Trustees of the Brookhaven Free Library approves the report of warrants for the month of June 2024. (Reitzel, K. Kirk-Murphy, Unanimous)

**REPORTS**

**President's:**

- The President provided an update regarding the director search.
- The Committee has finalized the position posting, with the help of Kevin Verbesey and it will be made public tomorrow.



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- Candidates have until the end of the day on August 5 to submit. The Committee will then meet to review resumes and schedule interviews.
- The Board will need to appoint an Interim Director. Possible solutions were then discussed.
- Jamie has assured the Board that she will assist with the hiring process and transition to whatever extent they would like.

#### **Director's:**

- The Director provided an update regarding her exit strategy. Her last day has not been finalized yet but will likely be August 16 or 19.
- The Director reviewed steps being taken to ensure a smooth transition.
- Some outstanding projects might be better served if she can close them out. Therefore, she has offered to assist in any way the Board feels is appropriate.

#### **Committee reports:**

**Building and Grounds:** None.

**Finance:** None.

**Public Relations:** None.

**Nominating:** None.

**Technology:** None.

**Administrative/Policy:** None.

**New Business:** None.

#### **Old Business:**

- Resolved that the Board of Trustees of the Brookhaven Free Library accepts the engagement letter received from Albert Coster, C.P.A. of Baldessari & Coster LLP and approves the outlined actions as they relate to our annual audit, for a fee not expected to exceed \$8,250. (Reitzel, Kirk-Murphy, Unanimous)
- Unfortunately, the previously approved painter, Kaplan, does not have the proper insurance required. Some calls have been made to additional service providers.
- The need for an August meeting was discussed as well as possible dates.

#### **Adjournment:**

- Resolved that the Board of Trustees of the Brookhaven Free Library approves to adjourn the meeting at 8:17 PM. (Reitzel, LaValle, Unanimous)

Respectfully Submitted: *Jamie Papandrea, Director*