

BOARD MEETING MINUTES
TUESDAY, JULY 13, 2021
BABYLON PUBLIC LIBRARY

PRESENT: Gary Brunjes, Robert Brink, Cheryl Murphy, Joanne Allar, Loretta Chillemi; Vicki Lever, Director; Cathy Tingo, Board Secretary

GUEST: Kevin Regan, Regan Insurance Agency

The meeting was called to order at 6:30 p.m. by President Brunjes followed by the Pledge of Allegiance.

Swearing in of Trustee Loretta Chillemi

Cathy Tingo, in her Notary capacity, swore in Loretta Chillemi as Trustee of the Babylon Public Library, for a term commencing July 1, 2021, and ending June 30, 2026. The Oath of Office will be filed with the Suffolk County Clerk's Office.

Nominations/Voting for President, Vice-President, Secretary and Finance Officers –

President Brunjes called for nominations for Board Officers for the fiscal year 2021/2022.

Motion was made to nominate Gary Brunjes as President. (Brink/Chillemi) President Brunjes called for a vote. (Unanimous)

Motion was made to nominate Robert Brink as Vice-President. (Brunjes/Allar) President Brunjes called for a vote. (Unanimous)

Motion was made to nominate Cheryl Murphy as Secretary. (Brunjes/ Brink) President Brunjes called for a vote. (Unanimous)

Motion was made to nominate Joanne Allar as Finance Officer. (Murphy/Brink) President Brunjes called for a vote. (Unanimous)

Swearing in of Officers –

Gary Brunjes, Robert Brink, Cheryl Murphy, and Joanne Allar were sworn in by Cathy Tingo in her notary capacity. Forms were completed and notarized. The Oaths of Office will be filed with the Suffolk County Clerk's Office.

Appointments for Fiscal Year 2021/22 –

Motion was made to appoint Nawrocki Smith LLP, Auditor for the fiscal year July 1, 2021 – June 30, 2022. (Brink/Allar) Unanimous

Motion was made to appoint Jaspan Schlesinger LLP, Legal & Labor Counsel for the fiscal year July 1, 2021 – June 30, 2022. (Murphy/Brink) Unanimous

Motion was made to appoint Ann Burke, Head of Children’s Department, as the Records Access Officer for the fiscal year July 1, 2021– June 30, 2022. (Brunjes/Brink) Unanimous

Motion was made to appoint Michael Castonguay, Treasurer for the fiscal year July 1, 2021– June 30, 2022. (Brunjes/Brink) Unanimous

Designations -

Motion was made to designate People’s Bank as the official bank of the Library as noted below. (Murphy/Brink) Unanimous

- a. People’s Bank
 - i. General Fund. Authorized signatures: Board President, Finance Officer, Director, Treasurer.
 - ii. Investment Account. Authorized signatures: Board President, Finance Officer, Director, Treasurer.
 - iii. Payroll Account. Authorized signatures: Board President, Finance Officer, Director, Treasurer.

Motion was made to continue the Petty Cash Fund as noted below. (Chillemi/Allar) Unanimous

1. Business Office: \$600: Victoria Lever

Motion was made to appoint the Beacon and the South Bay News as the Official District Newspapers of the Babylon Public Library. (Allar/Murphy) Unanimous

Library Policies–

Motion was made to re-confirm Bylaws of the Babylon Public Library as of July 1, 2021. (Brink/Murphy) Unanimous

Motion was made to re-confirm all other policies of the Babylon Public Library as of July 1, 2021. (Brink/Allar) Unanimous

Presentation of Kevin Regan of Regan Insurance Agency –

Kevin went over the library’s insurance renewals and answered questions from the Board.

At 7:10 p.m. Kevin left the meeting.

Minutes –

Motion was made to accept the Minutes of the June 15, 2021. (Allar/Brink) Unanimous (Chillemi-Abstain)

Treasurer's Report/Warrants –

Motion was made to approve the June 2021 Warrant #GF2106, Payroll Warrant 2106-1 and Payroll Warrant 2106-2, as prepared by Treasurer, Michael Castonguay. (Brunjes/Brink) Unanimous

Motion was made to approve checks numbered 5067 through and including 5122. (Brunjes/Brink) Unanimous

Director's Report -

The Director presented her report which was reviewed and approved by the Board.

President Brunjes offered an opportunity for a Period of Public Expression. No one was present.

Personnel Report –

Motion was made to confirm the appointment of Molly Higgins, Seasonal Page, at a rate of \$14.00/hour, effective July 19, 2021 (Murphy/Allar) Unanimous

Motion was made to confirm the Terms and Conditions of Employment of Victoria Lever, Director. (Brink/Murphy) Unanimous

Motion was made to grant the Director permission to hire a part time Library Clerk with confirmation at the next Board meeting. (Chillemi/Allar) Unanimous

Unfinished Business –

Overdues –

The Board discussed the library's fines/fees procedure. They will resume discussion at the next Board meeting.

New Business –

Library hours –

The library will resume regular hours in September.

In person programming –

In person programming will start in September with a mixture of in person programming and with virtual programs.

Friends of the Library Book Sale –

The Friends of the Library Book Sale will be held September 23, 24 and 25, 2021.

PPE Policy –

Motion was made to amend Babylon Public Library's Policy on Personal Protective Equipment as attached hereto. (Brunjes/Brink) Unanimous

Commercial Insurance Renewal –

The Board tabled the renewal of the library's commercial insurance until the August Board meeting.

Upcoming Meeting –

Tuesday, August 17, 2021 @ 6:30 p.m.

Adjournment -

Motion was made to adjourn the meeting at 7:45 p.m. (Brunjes/Chillemi) Unanimous

Respectfully submitted,

Cathy Tingo

Board Secretary