

BOARD MEETING MINUTES
TUESDAY, JULY 11, 2023
BABYLON PUBLIC LIBRARY

PRESENT: Gary Brunjes, Loretta Chillemi, Debbie Young Szala, Sandra Levine, Anne Lotito-Schuh, Tom Vitale, Director, Cathy Tingo, Board Secretary

The meeting was called to order at 6:40 p.m. by President Brunjes followed by the Pledge of Allegiance.

President Brunjes called for nominations for Board Officers for the fiscal year 2023/2024.

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

Motion was made to nominate Loretta Chillemi as Vice-President. (Levine/Brunjes)
President Brunjes called for a vote. (Unanimous)

Motion was made to nominate Sandra Levine as Secretary. (Brunjes/Chillemi)
President Brunjes called for a vote. (Unanimous)

Motion was made to nominate Debbie Young Szala as Finance Officer. (Levine/Brunjes)
President Brunjes called for a vote. (Unanimous)

Swearing in of Officers and Director –

The Trustees and the Director 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 2023/24 –

Motion was made to appoint Nawrocki Smith LLP, Auditor for the fiscal year July 1, 2023 – June 30, 2024, pursuant to proposal as submitted. (Levine/Szala) Unanimous

Motion was made to appoint Jaspan Schlesinger LLP, Legal & Labor Counsel for the fiscal year July 1, 2023 – June 30, 2024, under an annual General Counsel Retainer of \$3,000. (Levine/Chillemi) Unanimous

Motion was made to appoint Ann Burke, Head of Children's Department, as the Records Access Officer for fiscal year July 1, 2023 – June 30, 2024. (Schuh-Levine) Unanimous

Motion was made to appoint SuzAnne Getz, CPA, Treasurer for fiscal year July 1, 2023 – June 30, 2024, pursuant to proposal as submitted. (Brunjes/Szala) Unanimous

Designations -

Motion was made to designate M&T Bank as the official bank of the Library as noted below. (Szala/Levine) Unanimous

- a. M & T Bank
 - i. General Fund. Authorized signatures: Board President, Finance Officer, Director, Treasurer.
 - ii. Payroll Account. Authorized signatures: Board President, Finance Officer, Director, Treasurer
- b. Petty Cash Fund

Motion was made to permit the Business Office to continue the Petty Cash Fund as noted below. (Schuh/Chillemi) Unanimous

1. Business Office: \$600: Thomas Vitale

- c. District Newspapers

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

Library Policies–

Motion was made to re-confirm Bylaws of the Babylon Public Library as of July 1, 2023. (Szala/Levine) Unanimous

Motion was made to re-confirm all other policies of the Babylon Public Library as of July 1, 2023. (Szala/Chillemi) Unanimous

Executive Session –

Motion was made to enter Executive Session at 6:55 p.m. to discuss personnel matters. (Szala/Levine) Unanimous

At 7:20 p.m. the meeting returned to Open Session

Minutes –

Motion was made to approve the Minutes of the June 20, 2023 Board meeting. (Chillemi/Levine) Unanimous (Szala/Schuh-Abstain)

Treasurer's Report/Warrants –

Motion was made to accept the June 2023 Report, as prepared by Treasurer, SuzAnne Getz. (Levine/Szala) Unanimous

Motion was made to approve Payroll Warrants for payrolls ending 6/3/2023 and 6/17/2023, as prepared by Treasurer, SuzAnne Getz. (Schuh/Chillemi) Unanimous

Motion was made to approve checks numbered 6405 through and including 6479. (Brunjes/Schuh) Unanimous

Director's Report -

The Director presented his 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 Terms and Conditions of Employment for Thomas Vitale, Library Director. (Szala/Schuh) Unanimous

Motion was made to confirm the Terms and Conditions of Employment for Catherine Tingo, Assistant to the Director. (Szala/Chillemi) Unanimous

Motion was made to confirm the Terms and Conditions of Employment for Maria Umland, Senior Account Clerk. (Schuh/Szala) Unanimous

Motion was made to approve to continue expansion of part time Librarian I Donna Jeansonne to full time hours, temporarily, effective 7/25/23 through 8/26/23 for adequate departmental coverage. (Schuh/Chillemi) Unanimous

Unfinished Business –

Sexual Harassment Policy –

Motion was made to confirm the revised Sexual Harassment Policy 400-90 as per amended by NYS Law. (Brunjes/Szala) Unanimous

New Business –

Upcoming Meeting –

August 15, 2023 @ 6:30 p.m.

Adjournment -

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

Respectfully submitted,

Cathy Tingo

Board Secretary