

BOARD MEETING MINUTES  
MONDAY, JULY 15, 2024  
BABYLON PUBLIC LIBRARY

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

GUEST: Representative of A-1 Roofing

The meeting was called to order at 6 p.m. by Board Secretary Cathy Tingo followed by the Pledge of Allegiance.

Swearing in of Trustee Sandra Levine -

Cathy Tingo, in her Notary capacity, swore in Sandra Levine as Trustee of the Babylon Public Library, for a term commencing July 1, 2024 and ending June 30, 2029. The Oath of Office will be filed with the Suffolk County Clerk's Office.

Board Secretary Cathy Tingo called for nominations for Board Officers for the fiscal year 2024/2025 and called for the vote for President.

Motion was made to nominate Gary Brunjes as President. (Szala/Chillemi)  
President Brunjes called for a vote. (Unanimous) President Brunjes resumed the chair.

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

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

Motion was made to nominate Deborah Young Szala as Finance Officer. (Brunjes/Schuh)  
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 2024/2025 –

Motion was made to appoint Nawrocki Smith LLP, Auditor for the fiscal year July 1, 2024 – June 30, 2025. (Szala/Levine) Unanimous

Motion was made to appoint Jaspan Schlesinger LLP, Legal & Labor Counsel for the fiscal year July 1, 2024 – June 30, 2025. (Chillemi/Szala) Unanimous

Motion was made to appoint Ann Burke, Librarian III, as the Records Access Officer for the fiscal year July 1, 2024 – June 30, 2025. (Levine/Schuh) Unanimous

Motion was made to appoint SuzAnne Getz, Treasurer for the fiscal year July 1, 2024 – June 30, 2025. (Schuh/Chillemi) Unanimous

Designations -

Motion was made to designate M&T Bank as the official bank of the Library as noted below. (Brunjes/Szala) 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 continue the Petty Cash Fund as noted below. (Schuh/Levine) 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/Chillemi) Unanimous

Library Policies–

Motion was made to re-confirm Bylaws of the Babylon Public Library as of July 1, 2024. (Szala/Schuh) Unanimous

Motion was made to re-confirm all other policies of the Babylon Public Library as of July 1, 2024. (Brunjes/Schuh) Unanimous

New Business -

Roof Restoration Bids –

Tom shared with the Board that John Tanzi of John Tazi Architects carefully reviewed the bids that were received and recommends A-1 Roofing be awarded the Roofing restoration Project. A discussion transpired.

Motion was made to award the bid of A-1 Roofing to replace both the gabled and flat roofs of the library at a cost not to exceed \$385,000.00. (Brunjes/Szala) Unanimous

Minutes –

Motion was made to approve the Minutes of the June 18, 2024 Board meeting. (Chillemi/Levine) Unanimous

Treasurer's Report/Warrants –

Motion was made to accept the June 2024 Report, as prepared by Treasurer, SuzAnne Getz. (Brunjes/Chillemi) Unanimous

Motion was made to approve Payroll Warrants for payrolls ending 7/13/2024 and 7/27/2024, as prepared by Treasurer, SuzAnne Getz. (Brunjes/Schuh) Unanimous

Motion was made to approve checks numbered 7374 through and including 7424. (Brunjes/Schuh) Unanimous

Director's Report -

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

At 6:30 p.m. a representative of A-1 Roofing arrived.

President Brunjes offered an opportunity for a Period of Public Expression. The representative of A-1 Roofing requested information on the bid selection. The Board advised him that A-1 Roofing was selected as the contractor and John Tanzi Architects will issue an official Notice of Award & Notice to Proceed.

Personnel Report –

Motion was made to accept the resignation of Riley Dee, part time Library Page, effective July 31, 2024. (Szala/Levine) Unanimous

Motion was made to approve the appointment of Riley Dee as substitute Library Page, effective August 1, 2024. (Szala/Chillemi) Unanimous

Motion was made to approve the appointment of Catherine Cassidy, as Substitute Library Page, effective July 8, 2024. (Levine/Chillemi) Unanimous

Motion was made to confirm Substitute Title Salaries, effective 7/1/24, as follows:  
Substitute Librarian Staff: \$31.50 per hour, Substitute Clerical Staff: \$18.50 per hour,  
Substitute Page Staff: \$16.75 per hour. (Schuh/Levine) Unanimous

Upcoming Meeting –

August 13, 2024 @ 7 p.m.

Adjournment -

Motion was made to adjourn the meeting at 6:50 p.m. (Szala/Levine) Unanimous

Respectfully submitted,

Cathy Tingo

Board Secretary

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