

BOARD MEETING MINUTES
MONDAY, JULY 8, 2025
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 Board Secretary Cathy Tingo followed by the Pledge of Allegiance.

Swearing in of Trustee Gary Brunjes -

Cathy Tingo, in her Notary capacity, swore in Brunjes as Trustee of the Babylon Public Library, for a term commencing July 1, 2025 and ending June 30, 2030. 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 2025/2026 and called for the vote for President.

Motion was made to nominate Gary Brunjes as President. (Szala/Levine)
Board Secretary Cathy Tingo called for a vote. (Unanimous) President Brunjes resumed the chair.

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

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

Motion was made to nominate Deborah Young Szala as Finance Officer.
(Chillemi/Levine) 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 2025/2026 –

Motion was made to appoint Nawrocki Smith LLP, Auditor for the fiscal year July 1, 2025 – June 30, 2026. (Levine/Chillemi) Unanimous

Motion was made to appoint Jaspan Schlesinger LLP, Legal & Labor Counsel for the fiscal year July 1, 2025 – June 30, 2026. (Chillemi/Szala) Unanimous

Motion was made to appoint Ann Burke, Assistant Library Director, as the Records Access Officer for the fiscal year July 1, 2025 – June 30, 2026. (Schuh/Levine) Unanimous

Motion was made to appoint SuzAnne Getz, Treasurer for the fiscal year July 1, 2025 – June 30, 2026. (Schuh/Chillemi) Unanimous

Designations -

Motion was made to designate M&T Bank as the official bank of the Library as noted below. (Szala/Chillemi) 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 Babylon Herald and the South Bay News as the Official District Newspapers of the Babylon Public Library. (Szala/Schuh) Unanimous

Library Policies–

Motion was made to re-confirm Bylaws of the Babylon Public Library as of July 1, 2025. (Brunjes/Szala) Unanimous

Motion was made to re-confirm all other policies of the Babylon Public Library as of July 1, 2025. (Schuh/Levine) Unanimous

Minutes –

Motion was made to approve the Minutes of the June 17, 2025 Board meeting. (Chillemi/Schuh) Unanimous

Treasurer's Report/Warrants –

Motion was made to accept the June 2025 Report, as prepared by Treasurer, SuzAnne Getz. (Brunjes/Levine) Unanimous

Motion was made to approve Payroll Warrants for payrolls ending 6/14/2025 and 6/28/2025, as prepared by Treasurer, SuzAnne Getz. (Brunjes/Szala) Unanimous

Motion was made to approve checks numbered 8317 through and including 8378. (Brunjes/Chillemi) Unanimous

Director's Report -

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

Personnel Report –

Motion was made to accept the resignation of Michael LoSchiavo, full-time Custodial Worker I, effective July 24, 2025, with regrets. (Szala/Schuh) Unanimous

Motion was made to confirm Substitute Title Salaries to increase as per UPSEU Contract, effective 7/1/25 as previously discussed as follows:

Substitute Librarian Staff: \$32.75 per hour, Substitute Clerical Staff: \$19.75 per hour, Substitute Page Staff: \$17.49 per hour. (Szala/Schuh) Unanimous

Executive Session –

Motion was made to enter Executive Session at 7:01 p.m. to discuss personnel matters. (Schuh/Szala) Unanimous

At 7:30 p.m. the meeting returned to Open Session.

Upcoming Meeting –

August 19, 2025 @ 6:30 p.m.

Adjournment -

Motion was made to adjourn the meeting at 7:30 p.m. (Szala/Schuh) Unanimous

Respectfully submitted,

Cathy Tingo

Board Secretary

