

BOARD MEETING MINUTES  
TUESDAY, JULY 12, 2022  
BABYLON PUBLIC LIBRARY

PRESENT: Gary Brunjes, Debbie Young Szala, Joanne Allar, Loretta Chillemi,  
Sandra Levine; Vicki Lever, Director; Cathy Tingo, Board Secretary

STAFF: Michael Castonguay, Business Manager

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 Debbie Young Szala -

Cathy Tingo, in her Notary capacity, swore in Debbie Young Szala as Trustee of the Babylon Public Library, for a term commencing July 1, 2022 and ending June 30, 2027. 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 2022/2023.

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

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

Swearing in of Officers –

Gary Brunjes, Loretta Chillemi, Sandra Levine and Debbie Young Szala 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 2022/23 –

Motion was made to appoint Nawrocki Smith LLP, Auditor for the fiscal year July 1, 2022 – June 30, 2023. (Szala/Allar) Unanimous

Motion was made to appoint Jaspan Schlesinger LLP, Legal & Labor Counsel for the fiscal year July 1, 2022 – June 30, 2023. (Chillemi/Levine) Unanimous

Motion was made to appoint Ann Burke, Head of Children’s Department, as the Records Access Officer for the fiscal year July 1, 2022– June 30, 2023. (Szala/Levine) Unanimous

Motion was made to appoint Ann Guarascio, Treasurer for the fiscal year July 1, 2022– June 30, 2023. (Allar/Szala) Unanimous

Designations -

Motion was made to designate People’s Bank a/k/a M & T Bank as the official bank of the Library as noted below. (Allar/Chillemi) Unanimous

- a. People’s Bank a/k/a M & T 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. (Szala/Chillemi) 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. (Levine/Allar) Unanimous

Library Policies–

Motion was made to re-confirm Bylaws of the Babylon Public Library as of July 1, 2022. (Szala/Chillemi) Unanimous

Motion was made to re-confirm all other policies of the Babylon Public Library as of July 1, 2022. (Chillemi/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 p.m. Kevin left the meeting.

Minutes –

Motion was made to accept the Minutes of the June 21, 2022 Board meeting.  
(Chillemi/Allar) Unanimous (Szala/Levine-Abstain)

Treasurer's Report/Warrants –

Motion was made to approve the June 2022 Warrant #GF2206, Payroll Warrant 2206-1 and Payroll Warrant 2206-2, as prepared by Treasurer, Ann Guarascio.  
(Brunjes/Chillemi) Unanimous

Motion was made to approve checks numbered 5717 through and including 5735.  
(Brunjes/Szala) 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 \$15.00/hour, effective July 5, 2022. (Chillemi/Allar) Unanimous

Motion was made to accept the resignation of Brian Awgul, part-time Librarian I, effective July 16, 2022. (Szala/Allar) Unanimous

Motion was made to permit the Director to hire a part-time Librarian I for the Adult Reference Department with confirmation at the August Board meeting. (Chillemi/Szala) Unanimous

Unfinished Business –

Carpets –

Motion was made to award the carpet contract to R & D Carpet & Tile Corp. for work to the Children's room and hallway. (Brunjes/Szala) Unanimous

Filming and Photography Policy –

Motion was made to amend Babylon Public Library’s Filming and Photography Policy 600-65 as attached hereto. (Brunjes/Allar) Unanimous

New Business –

Commercial Insurance Renewal –

Motion was made to approve the Insurance Proposal of Regan Agency, Inc. from September 1, 2022 through September 1, 2023. (Allar/Chillemi) Unanimous

Banking –

Michael Castonguay, Business Manager, reviewed various banking options. A discussion ensued.

Motion was made to permit the Business Manager, Michael Castonguay, to transfer the sum of \$260,00.00 to TD Bank and up to \$500,00.00 to Flushing Bank. (Brunjes/Szala) Unanimous

Investment Policy -

Motion was made to amend Babylon Public Library’s Investment Policy 800-50 as attached hereto. (Brunjes/Levine) Unanimous

Upcoming Meeting –

Trustee Allar requested a change in time for next month’s meeting to 6 p.m. The Board agreed to Tuesday, August 16, 2022 @ 6 p.m.

Adjournment -

Motion was made to adjourn the meeting at 7:40 p.m. (Levine/Allar) Unanimous

Respectfully submitted,

Cathy Tingo

Board Secretary