

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**COPIAGUE MEMORIAL PUBLIC LIBRARY**  
**held March 22, 2023**  
**Copiague Memorial Public Library, 50 Deauville Boulevard, Copiague, New York**

**Present:**

Christopher R. O’Connell, President  
Joanne C. Kirshner, Vice President  
Edward I. Mutchnick, Secretary/Treasurer  
Heather A. Sattler, Trustee  
Artie Martin, Trustee  
Kenneth Miller, Director  
Mary Ann Friend, Business Manager  
B’Ann P. Roth, Secretary  
Diana Stein, Treasurer

**I. CALL TO ORDER**

The meeting was called to order by Christopher R. O’Connell at 6:05 p.m.

**II. PLEDGE OF ALLEGIENCE**

**III. APPROVAL OF MINUTES**

On a motion by Edward I. Mutchnick, seconded by Joanne C. Kirshner, voted on and carried unanimously, the Board approved the minutes of the regular meeting held February 22, 2023.

**IV. APPROVAL OF BILLS**

On a motion by Edward I. Mutchnick, seconded by Joanne C. Kirshner, voted on and carried unanimously, the Board approved Warrant No. 416 for payment.

On a motion by Edward I. Mutchnick, seconded by Joanne C. Kirshner, voted on and carried unanimously, the Board approved Warrant No. C-125 for payment.

**V. FINANCIAL REPORT**

On a motion by Joanne C. Kirshner, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the February Financial Report.

On a motion by Joanne C. Kirshner, seconded by Heather A. Sattler, voted on and carried unanimously, the Board authorized the following transfers:

- \$60,000.00 from the First National Bank of Long Island (FNBLI) Money Market Account to the FNBLI Operating Account to cover the cost of Warrant No. 416.
- \$160,000.00 from the FNBLI Money Market Account to the FNBLI Payroll Account to cover the payroll for the periods ending April 1, 2023 and April 15, 2023.

**VI. CORRESPONDENCE**

A letter was sent from a patron, praising the Library's renovations.

**VII. OLD BUSINESS**

The Board was updated on the Library's ongoing renovation project.

**VIII. NEW BUSINESS**

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved the hiring of the following election workers: Lidilia Trujillo, Suzanne McCollough and Joan Hauser (alternate), at an hourly rate of \$18.00, effective April 4, 2023.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, Board authorization was given for Senior Account Clerk B'Ann Roth to attend the PERMA 2023 Annual Conference in Bolton Landing, NY on May 11 - 12, 2023 at a cost not to exceed \$370.00.

On a motion by Joanne C. Kirshner, seconded by Artie Martin, voted on and carried unanimously, the Board approved the appointment of Baldessari & Coster, LLP to perform the certified audit of the Library's financial statements for the fiscal year ending June 30, 2023 and other related services, at a cost of \$12,400.00.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the payment of change order in the amount of \$5,910.00 for upgrades to the fire alarm panel to RENU Contracting & Restoration, Inc., 1215 Sunrise Highway, Copiague, NY.

On a motion by Joanne C. Kirshner, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved the purchase of the following furniture for the Children's Room from Demco, PO Box 7488, Madison, WI at a cost of \$4,349.19:

- One Jonti-Craft® Read-a-Round three-piece set
- One Jonti-Craft® quad tablet table
- Two Jonti-Craft® five-section bench lockers.

On a motion by Artie Martin, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved the purchase the following furniture and décor for the Children's Room from Playscapes, 328 Moravian Valley Rd., Waunakee, WI at a cost of \$3,542.55:

- Happy Caterpillar cushion set
- Tall Tree, Butterfly, Hedgehog and Cherry Tree wall décor
- Fishin' A-Round and Magic Circle wall activity.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the purchase of a 120-gallon freshwater African Cichlid aquarium and oak stand from Aquarium Network, 2435 Grand Ave., Baldwin, NY at a cost of \$5,635.00. Cost to include installation and delivery.

On a motion by Artie Martin, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the engagement of Aquarium Network to perform monthly maintenance of the aquarium at a cost of \$200.00, estimated annual cost of service is \$2,650.00.

On a motion by Edward I. Mutchnick, seconded by Joanne C. Kirshner, voted on and carried unanimously, the Board approved the purchase of the following furniture for the Local History/Listening Room from KI International, 1330 Bellevue St., Green Bay, WI, at a cost of \$6,541.66: four shelving units, one table, and six chairs.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved engaging Canteen Vending, 255 Pinelawn Rd, Melville, NY, to operate and maintain two vending machines at the Library.

On a motion by Artie Martin, seconded by Joanne C. Kirshner, voted on and carried unanimously, the Board accepted the donation of \$2,000.00 from the Friends of the Copiague Public Library to sponsor the following museum passes for the 2023 season:

- Old Bethpage Village Restoration - \$350.00
- Nassau County Museum of Art - \$250.00
- Old Westbury Gardens - \$350.00
- Vanderbilt Museum and Planetarium - \$600.00
- Empire Passes (5) - \$325.00
- Brooklyn Botanical Gardens - \$125.00

On a motion by Joanne C. Kirshner, seconded by Artie Martin, voted on and carried unanimously, the Board approved rescinding the Covid-19 Policy.

On a motion by Heather A. Sattler, seconded by Artie Martin, voted on and carried unanimously, the Board approved closing the Library's account with M&T Bank and to transfer the proceeds to the Library's account at First National Bank of Long Island.

On a motion by Artie Martin, seconded by Joanne C. Kirshner, voted on and carried unanimously, the Board approved investing a sum up to \$500,000.00 in U.S. Treasury securities via a Treasury/Direct account opened through treasury.gov.

The Investment Policy was distributed for promulgation (copy attached).

On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, the Board approved the allocation of \$750,000 for the asphalt pavement reconstruction, curb and sidewalk replacement, site lighting replacement and electrical charging station installation.

On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, the Board approved the attached resolution for classification of the asphalt pavement reconstruction, curb and sidewalk replacement, site lighting replacement, and electrical charging station installation, as Type II projects under New York State SEQRA Regulations.

On a motion by Joanne C. Kirshner, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the appointment of Jaimie Shapiro as full-time Librarian I (Children's Services), Step 1, at an annual salary of \$70,190.00, effective date April 10, 2023.

**IX. COMMENTS FROM VISITORS**

**X. EXECUTIVE SESSION**

The Board entered into Executive Session at 7:10 p.m. and resumed the regular meeting at 7:20 p.m.

**XI. ADJOURNMENT**

On a motion by Joanne C. Kirshner, seconded by Heather A. Sattler, voted on and carried unanimously, the meeting was adjourned.

**MEETING ADJOURNED: 7:30 p.m.**

*Respectfully submitted,*

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B'Ann P. Roth, Secretary

Next regular meeting of the Board of Trustees: Wednesday, April 26, 2023 at 6:00 p.m.