

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
COPIAGUE MEMORIAL PUBLIC LIBRARY
held June 28, 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 S. Miller, Director
Mary Ann Friend, Business Manager
B’Ann P. Roth, Secretary

I. CALL TO ORDER

The meeting was called to order by Christopher R. O’Connell at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

On a motion by Joanne C. Kirshner, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved the minutes of the regular meeting held May 24, 2023.

IV. APPROVAL OF BILLS

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved Warrant No. 419 for payment.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved Warrant No. C-128 for payment.

V. FINANCIAL REPORT

On a motion by Edward I. Mutchnick, seconded by Joanne C. Kirshner, voted on and carried unanimously, the Board approved the May Financial Report.

On a motion by Edward I. Mutchnick, seconded by Joanne C. Kirshner, voted on and carried unanimously, the Board authorized the following transfers:

- \$180,000.00 from the FNBLI Money Market Account to the FNBLI Payroll Account to cover the payroll for the periods ending July 8, 2023 and July 22, 2023.

VI. CORRESPONDENCE

A. BOARD

None.

B. DIRECTOR

None.

VII. OLD BUSINESS

On a motion by Artie Martin, seconded Heather A. Sattler, voted on and carried unanimously, the Board approved the Sexual Harassment Policy (copy attached).

VIII. NEW BUSINESS

On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, the Board approved the Technology Plan for the 2024, 2025 and 2026 fiscal years.

On a motion made by Joanne C. Kirshner, and seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved engaging The OMNI Group as the third-party administrator of the Library's 403(b) Plan for the plan year beginning July 1, 2023 and ending June 30, 2024 at a cost of \$1,500.00.

The Makerspace and Investment Policies were distributed for promulgation (copies attached).

On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, the Board approved the proposal from The Regan Agency for the Library's property, liability, directors and officers, and umbrella insurance for the period September 1, 2023 through August 31, 2024 at a total cost of \$19,251.14.

On a motion by Edward I. Mutchnick, seconded by Joanne C. Kirshner, voted on and carried unanimously, the Board approved the replacement of the controller on RTU 3 (located over the Circulation desk) by Commercial Instrumentation Services Inc., 681 Grand Blvd., Deer Park, NY on May 31, 2023 at a cost of \$1,821.38.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the 2022-2023 schedule of capital asset disposals (copy attached).

On a motion by Joanne C. Kirshner, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved budget transfers (copy attached).

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the leave under the Family and Medical Leave Act for full-time Office Assistant Elayne Mitchell beginning on June 27, 2023 and lasting a period of six to eight weeks.

On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, the Board accepted the resignation of part-time Network and Systems Technician Gabriel Densford, effective June 24, 2023.

On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, the Board approved the appointment of Charles Densford to the position of part-time Network and Systems Technician, step 1, at an hourly rate of \$28.85, effective July 5, 2023.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the 2023-2024 salaries for non-union employees (copy attached).

IX. COMMENTS FROM VISITORS

None.

X. DIRECTORS REPORT

None.

XI. EXECUTIVE SESSION

The Board entered into Executive Session at 6:40 p.m. and resumed the regular meeting at 6:55 p.m.

XII. ADJOURNMENT

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

MEETING ADJOURNED: 7:00 p.m.

Respectfully submitted,

B'Ann P. Roth, Secretary

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