

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
COPIAGUE MEMORIAL PUBLIC LIBRARY
held September 27, 2023
Copiague Memorial Public Library, 50 Deauville Boulevard, Copiague, New York**

Present:

Christopher R. O’Connell, 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 6:00 p.m.

II. PLEDGE OF ALLEGIENCE

III. APPROVAL OF MINUTES

On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, the Board approved the minutes of the regular meeting held August 23, 2023.

IV. APPROVAL OF BILLS

On a motion by Artie Martin, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved Warrant No. 422 for payment.

On a motion by Artie Martin, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved Warrant No. C-131 for payment.

V. FINANCIAL REPORT

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved the August Financial Report.

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board authorized the following transfers:

- \$250,000.00 from the First National Bank of Long Island (FNBLI) Money Market Account to the FNBLI Operating Account to cover the cost of Warrant No. 422 and transfer to the Capital Fund.
- \$200,000.00 from the FNBLI Money Market Account to the FNBLI Payroll Account to cover the payroll for the periods ending September 30, 2023 and October 14, 2023.
- \$150,000.00 from FNBLI Operating Account to the TD Bank Capital Fund Account to cover the cost of the Capital Warrant No. C-131.

VI. CORRESPONDENCE

A letter was received from Our Lady of Assumption Outreach thanking the Library for the donations of fresh produce from the Library's community garden this spring and summer.

VII. OLD BUSINESS

The Board was updated on the Circulation and Information Desk replacement projects.

VIII. NEW BUSINESS

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the following staff/related party vendors for the period August 31, 2023 through September 1, 2024:

- A Mano Baking Company
- Lidilia Trujillo
- Melinda Gordon-Lichioveri

On a motion by Heather A. Sattler, seconded by Artie Martin, voted on and carried unanimously, the Board accepted the donation of \$500.00 from the Friends of the Copiague Public Library for the Gingerbread House programs.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved engaging New York Window Film Co., Inc., 87 Gazza Blvd., Farmingdale, NY to perform the following work at a cost of \$5,716.00:

- Remove existing exterior film from 16 windows and furnish/install film.
- Furnish/install film to selected portions of the glass walls in Meeting Rooms 1 and 2.
- Remove existing damaged film and furnish/install film to glass walls bordering northern walls of the Children's Room.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the conversion of a part-time Librarian I vacant position to a full-time Librarian III vacant position on the Organizational Chart.

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved the appointment of Jessica Oelcher as a full-time Librarian III, Step 1, at an annual salary of \$87,205.00, effective date October 2, 2023.

On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, the Board approved budget transfers for the fiscal year ending June 30, 2024 (copy attached).

IX. COMMENTS FROM VISITORS

X. EXECUTIVE SESSION

The Board entered into Executive Session at 6:25 p.m. and resumed the regular meeting at 6:45 p.m.

XI. ADJOURNMENT

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the meeting was adjourned.

MEETING ADJOURNED: 6:50 p.m.

Respectfully submitted,

B'Ann P. Roth, Secretary

Next regular meeting of the Board of Trustees: Wednesday, October 25, 2023 at 6:00 p.m.