

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
COPIAGUE MEMORIAL PUBLIC LIBRARY  
held October 25, 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 Heather A. Sattler, voted on and carried unanimously, the Board approved the minutes of the regular meeting held September 27, 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. 423 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-132 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 September 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:

- \$320,000.00 from the First National Bank of Long Island (FNBLI) Money Market Account to the FNBLI Operating Account to cover the cost of Warrant No.423 and T-bill investments.
- \$200,000.00 from the FNBLI Money Market Account to the FNBLI Payroll Account to cover the payroll for the periods ending October 28, 2023 and November 11, 2023.
- \$6,000.00 from the FNBLI Credit Card Account to the FNBLI Operating Account to transfer balance.

**VI. CORRESPONDENCE**

**A. BOARD**

**B. DIRECTOR**

**VII. OLD BUSINESS**

The filming of the meeting rooms storefront and the Mezzanine windows was completed on October, 23, 2023.

**VIII. NEW BUSINESS**

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board authorized engaging USI Consulting Group, 96 Glastonbury Blvd., Suite 102, CT, to prepare a full valuation of post-retirement welfare benefits that develops the financial information needed by the Library to meet the requirements of GASB Statement No. 75 at the following costs:

- Valuation and report: maximum cost of \$2,600.00, minimum cost of \$1,925.00 (depending on the number of Suffolk County libraries engaging vendor).
- Annual financial statement disclosure information: \$365.00 for each fiscal year (2024 and 2025).

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board authorized engaging Giannini Landscaping, PO Box 854, Lindenhurst, NY, to provide the following:

- Landscaping services, including weekly lawn maintenance, spring and fall clean ups, shrub trimming, seeding, and fertilization for the period January 1, 2024 through December 31, 2026 at annual cost of \$8,353.00 for year 1, \$8,771.00 for year 2 and \$9,210.00 for year 3.
- Snow removal services for the period of November 1, 2023 through May 1, 2026 at an annual cost of \$9,200.00 for year 1, \$9,660.00 for year 2 and \$10,150.00 for year 3.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board authorized engaging R & D Carpet & Tile Corp., 72 Rome St., Farmingdale, NY to furnish and install Tarkett tile on cushion backing in the Circulation Desk area at a cost of \$5,544.00. Project to include rip up and disposal of existing carpet, floor prep, installation of cove base, and attic stock.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board accepted the donation of \$500.00 from John Aadland in memory of Audrey J. Aadland.

**IX. COMMENTS FROM VISITORS**

None

**X. EXECUTIVE SESSION**

The Board entered into Executive Session at 6:25 p.m. and resumed the regular meeting at 7:05 p.m.

**XI. ADJOURNMENT**

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

**MEETING ADJOURNED: 7:10 p.m.**

*Respectfully submitted,*

---

B'Ann P. Roth, Secretary

Next regular meeting of the Board of Trustees: Wednesday, November 15, 2023 at 6:00 p.m.