

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**COPIAGUE MEMORIAL PUBLIC LIBRARY**  
**held December 13, 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 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 ALLEGIANCE**

**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 November 15, 2023.

**IV. APPROVAL OF BILLS**

On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, the Board approved Warrant No. 425 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 November 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:

- \$200,000.00 from the First National Bank of Long Island (FNBLI) Money Market Account to the FNBLI Operating Account to cover the cost of Warrant No. 425.
- \$300,000.00 from the FNBLI Money Market Account to the FNBLI Payroll Account to cover the payroll for the periods ending December 23, 2023, January 6, 2024 and January 20, 2024.

**VI. CORRESPONDENCE**

**A. BOARD**

None.

**B. DIRECTOR**

None.

**VII. OLD BUSINESS**

None.

**VIII. NEW BUSINESS**

Ted Schломann, Baldessari & Coster LLP, reviewed the Financial Report for the fiscal year ended June 30, 2023 (copy attached) with the Board of Trustees. On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, the Board accepted the Financial Report.

On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, the Board approved the revised Tutoring Policy (copy attached).

The revised Collection Development Policy was distributed for promulgation (copy attached).

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board awarded the contract for security services to Securitas Security Services USA, 500 Bi-County Blvd., Farmingdale, NY, for the period January 1, 2024 through December 31, 2024 at the rate of \$29.01 per hour straight time, \$43.52 per hour overtime.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the engagement of MCL Electric, 231 South Bayview Ave., Amityville, NY, to furnish and install six 2-headed Lithonia multi-directional emergency light fixtures in the Adult Room stacks at a cost of \$4,875.00.

On a motion by Joanne C. Kirshner, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the purchase of one three-drawer lateral file cabinet for the Accounting Department from KI International, 1330 Bellevue St., Green Bay, WI, at a cost of \$1,114.50.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the purchase of the following furniture for the staff lounge from KI International, 1330 Bellevue St., Green Bay, WI, at a cost of \$11,037.74: three slim seating benches, one slim corner bench, three round tables, three square tables, two rectangular tables, and twelve chairs.

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved the engagement of R&D Carpet & Tile Corp., 72 Rome St., Farmingdale, NY, to furnish and install Tarkett vinyl tile and vinyl cove base in the staff lounge at a cost of \$8,783.00. Cost to include rip up and disposal of existing floor covering and two boxes of attic stock.

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved the engagement of Library & Records Management Systems Inc., 127 Soundview Dr., Port Washington, NY, to furnish and install custom designed and fabricated cabinetry at a cost of \$5,415.00.

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved the engagement MCL Electric, 231 South Bayview Ave., Amityville, NY, to furnish and install five recessed LED Troffer light fixtures and relocate electrical outlets on counter top in the staff lounge at a cost of \$5,200.00.

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved the purchase a refrigerator and microwave at a cost not to exceed \$2,500.00

On a motion by Joanne C. Kirshner, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board awarded the following Library Passport Agents the Exceptional Employee Award in the amount of \$200.00 each:

Librarian I Christine Giannico  
Librarian I Patricia Sepulveda-Giebfried  
Library Assistant Nadia Pepe  
Principal Library Clerk Melinda Gordon-Lichioveri  
Library Clerk Maria Marziotto

**IX. COMMENTS FROM VISITORS**

None.

**X. DIRECTORS REPORT**

Included in packet.

**XI. EXECUTIVE SESSION**

The Board entered into Executive Session at 6:50 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,*

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B'Ann P. Roth, Secretary

Next regular meeting of the Board of Trustees: Wednesday, January 24, 2024 at 6:00 p.m.