

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
COPIAGUE MEMORIAL PUBLIC LIBRARY
held January 24, 2024
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
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 Joanne C. Kirshner, voted on and carried unanimously, the Board approved the minutes of the regular meeting held December 13, 2023.

IV. APPROVAL OF BILLS

On a motion by Joanne C. Kirshner, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved Warrant No. 426 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-133 for payment.

V. FINANCIAL REPORT

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

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

- \$210,000.00 from the First National Bank of Long Island (FNBLI) Money Market Account to the FNBLI Operating Account to cover the cost of Warrant No. 426.
- \$180,000.00 from the FNBLI Money Market Account to the FNBLI Payroll Account to cover the payroll for the periods ending February 3, 2024 and February 17, 2024.

- \$100,000.00 from the FNBLI Operating Account to the TD Bank Capital Fund Account to cover cost of Capital Warrant No. C-133.

VI. CORRESPONDENCE

A. BOARD

None.

B. DIRECTOR

Our Lady of Assumption Outreach thanked the Director and staff for their donation to the Food Bank.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the revised Collection Development Policy (copy attached).

On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, Board authorization was given for Network and Systems Administrator Jason Forshee to attend the 2024 Computers in Libraries Conference in Arlington, VA, from March 12-14, 2024 at a cost not to exceed \$2,900.00. Cost includes conference registration, hotel accommodations, mileage and meals per diem.

On a motion by Edward I. Mutchnick, seconded by Artie Martin, voted on and carried unanimously, Board authorization was given for Librarian III Jessica Oelcher to attend the 2024 Public Libraries Association Conference in Columbus, OH. from, April 2-6, 2024 at a cost not to exceed \$2,500.00. Cost includes conference registration, hotel accommodations, air fare and meals per diem.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board authorized, as an emergency repair, the replacement of the main control board on the Mezzanine lift by Island Elevator, 2100-02 Arctic Ave., Bohemia, NY at a cost of \$4,566.59.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board authorized the purchase of six (6) Apple iPads (10th generation) at a cost not to exceed \$2,400.00 from the lowest priced vendor.

On a motion by Edward I. Mutchnick, seconded by Heather A. Sattler, voted on and carried unanimously, the Board authorized the purchase of the following furniture for the staff lounge from KI International, 1330 Bellevue St., Green Bay, WI, at a cost of \$11,110.24: three slim seating benches, one slim corner bench, three round tables, three square tables, two rectangular tables, and twelve chairs.

On a motion by Artie Martin, seconded by Heather A. Sattler, voted on and carried unanimously, the Board accepted the donation of \$2,100.00 from the Friends of the Copiague Public Library to sponsor the following museum passes for the 2024 season:

Old Bethpage Village Restoration - \$400.00
Nassau County Museum of Art - \$250.00
Old Westbury Gardens - \$350.00
Vanderbilt Museum and Planetarium - \$600.00
Empire Passes (5) - \$350.00
Brooklyn Botanical Gardens - \$150.00

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved the 2024-2025 Library Budget Vote and Trustee Election Calendar (copy attached).

A draft of the 2024/2025 Library Budget was distributed for review.

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board approved a leave of absence for Library Clerk Jaimee Hesleitner, from March 6, 2024 through April 17, 2024.

IX. COMMENTS FROM VISITORS

None.

X. EXECUTIVE SESSION

The Board entered into Executive Session at 7:00 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: 7:25 p.m.

Respectfully submitted,

B'Ann P. Roth, Secretary

Next regular meeting of the Board of Trustees: Wednesday, February 28, 2024 at 6:00 p.m.