

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
COPIAGUE MEMORIAL PUBLIC LIBRARY  
held March 27, 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 6:10 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 February 28, 2024.

**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. 428 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-135 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 February 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:

- \$110,000.00 from the First National Bank of Long Island (FNBLI) Money Market Account to the FNBLI Operating Account to cover the cost of Warrant No. 428.
- \$170,000.00 from the FNBLI Money Market Account to the FNBLI Payroll Account to cover the payroll for the periods ending March 30, 2024 and April 13, 2024.
- \$6,000.00 from FNBLI Credit Card Account to FNBLI Operating Account to transfer balance.

**VI. CORRESPONDENCE**

**A. BOARD**

None.

**B. DIRECTOR**

None.

**VII. OLD BUSINESS**

The Board was updated on the status of the staff lounge furniture.

**VIII. NEW BUSINESS**

On a motion by Edward I. Mutchnick, seconded by Joanne C. Kirshner, voted on and carried unanimously, the Board approved the appointment of Baldessari & Coster, LLP to perform the certified audit of the Library's financial statements for the fiscal year ending June 30, 2024 and other related services, at a cost of \$12,460.00.

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board of Trustees authorized the engagement of The Blind Spot, 93 East Main St., Babylon, NY to furnish and install one top-down bottom-up cellular honeycomb shade for the rear window and one pull up cellular honeycomb shade for the side window of the staff lounge at a cost of \$2,214.00.

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board of Trustees authorized the purchase of three QuickBooks Enterprise Silver Desktop 2024 user licenses from Intuit Inc., 2800 E. Commerce Pl., Tucson, AZ at an annual cost of \$2,948.00.

On a motion by Joanne C. Kirshner, seconded by Heather A. Sattler, voted on and carried unanimously, Board authorization was given for Senior Account Clerk B'Ann Roth to attend the PERMA 2024 Annual Conference in Bolton Landing, NY on May 9 - 10, 2024 at a cost not to exceed \$400.00.

On a motion by Artie Martin, seconded by Heather A. Sattler, voted on and carried unanimously, the Board accepted a donation of \$1,300.00 from the Friends of the Copiague Library to sponsor an annual pass for the Long Island Children's Museum for the 2024 season.

On a motion by Heather A. Sattler, seconded by Edward I. Mutchnick, voted on and carried unanimously, the Board appointed Melinda Gordon-Lichioveri to the position of full-time Librarian Trainee, Step 3, at an annual salary of \$66,601.00, effective March 31, 2024.

**IX. COMMENTS FROM VISITORS**

None.

**X. EXECUTIVE SESSION**

The Board entered into Executive Session at 6:40 p.m. and resumed the regular meeting at 6:45 p.m.

**XI. ADJOURNMENT**

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

**MEETING ADJOURNED: 6:50 p.m.**

*Respectfully submitted,*

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B'Ann P. Roth, Secretary

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