

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
COPIAGUE MEMORIAL PUBLIC LIBRARY  
held November 19, 2025  
Copiague Memorial Public Library, 50 Deauville Boulevard, Copiague, New York**

**Present:**

Edward I Mutchnick, President  
Heather A. Sattler, Vice President  
Artie Martin, Secretary/Treasurer  
Christopher R. O'Connell, Trustee  
Charylle Williams, 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 Edward I. Mutchnick at 3:10 p.m.

**II. PLEDGE OF ALLEGIENCE**

**III. OATH OF OFFICE**

Charylle Williams was sworn in as Trustee of the Copiague Memorial Public Library, signed the Oath of Office as Trustee and assumed the duties of a Trustee.

**IV. APPROVAL OF MINUTES**

On a motion by Christopher R. O'Connell, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the minutes of the regular meeting held October 22, 2025.

**V. APPROVAL OF BILLS**

On a motion by Artie Martin, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved Warrant No. 448 for payment.

**VI. FINANCIAL REPORT**

On a motion by Heather A. Sattler, seconded by Artie Martin, voted on and carried unanimously, the Board approved the October Financial Report.

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

- \$460,000.00 from the ConnectOne Bank Money Market Account to the ConnectOne Bank Operating Account to cover the cost of Warrant No. 448.
- \$180,000.00 from the ConnectOne Bank Money Market Account to the ConnectOne Bank Payroll Account to cover the payroll for the periods ending November 22, 2025 and December 6, 2025.

**VII. CORRESPONDENCE**

**A. BOARD**

None.

**B. DIRECTOR**

None.

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

A draft of the Pre-Employment Background Check Policy was distributed for review (copy attached).

On a motion by Christopher R. O'Connell, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved the 2026 Suffolk Cooperative Library System budget (copy attached) and voted unanimously for Justin Belkin to represent the Islip/Babylon Trustee position on the Suffolk Cooperative Library System Board of Trustees.

On a motion by Christopher R. O'Connell, seconded by Heather A. Sattler, voted on and carried unanimously, the Board of Trustees awarded the contract for security services to Securitas Security Services USA, 500 Bi-County Blvd., Farmingdale, NY, for the period January 1, 2026 through December 31, 2026 at the rate of \$30.82 per hour straight time, \$46.23 per hour overtime.

On a motion by Christopher R. O'Connell, seconded by Heather A. Sattler, voted on and carried unanimously, the Board accepted a donation from the Friends of the Copiague Library of \$100.00 for the sponsorship of a Holiday Tree at Gateway Park.

On a motion by Heather A. Sattler, seconded by Christopher R. O'Connell, voted on and carried unanimously, the Board authorized the engagement of USI Consulting Group, 96 Glastonbury Blvd., Suite 102, Glastonbury, 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 \$2,700.00, minimum cost of \$2,000.00 (depending on the number of Suffolk County libraries engaging vendor).
- Annual financial statement disclosure information: \$375.00 for each fiscal year (2026 and 2027).

On a motion by Heather A. Sattler, seconded by Artie Martin, voted on and carried unanimously, the Board accepted the retirement of full-time Custodian II Richard Webbe, effective January 3, 2026.

On a motion by Heather A. Sattler, seconded by Christopher R. O'Connell, voted on and carried unanimously, the Board approved the appointment of Michael Raymond to the position of part-time Custodian I, Step 1, at an hourly rate of \$22.70, effective December 1, 2025.

On a motion by Heather A. Sattler, seconded by Christopher R. O'Connell, voted on and carried unanimously, the Board approved the appointment of Jack Farrell to the position of part-time Custodian I, Step 1, at an hourly rate of \$22.70, effective December 2, 2025.

**X. COMMENTS FROM VISITORS**

None

**XI. EXECUTIVE SESSION**

The Board entered into Executive Session at 3:30 p.m. and resumed the regular meeting at 3:45 p.m.

**XII. ADJOURNMENT**

On a motion by Heather A. Sattler, seconded by Christopher R. O'Connell, voted on and carried unanimously, the meeting was adjourned.

**MEETING ADJOURNED: 3:55 p.m.**

*Respectfully submitted,*

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B'Ann P. Roth, Secretary

Next regular meeting of the Board of Trustees: Wednesday, December 17, 2025 at 3:00 p.m.