

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
COPIAGUE MEMORIAL PUBLIC LIBRARY
held October 22, 2025
Copiague Memorial Public Library, 50 Deauville Boulevard, Copiague, New York

Present:

Edward I Mutchnick, President
Heather A. Sattler, Vice President
Artie Martin, Trustee
Christopher R. O’Connell, 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 3:00 p.m.

II. PLEDGE OF ALLEGIENCE

III. APPROVAL OF MINUTES

On a motion by Christopher R. O’Connell, seconded by Artie Martin, voted on and carried unanimously, the Board approved the minutes of the regular meeting held September 24, 2025.

IV. APPROVAL OF BILLS

On a motion by Christopher R. O’Connell, seconded by Heather A. Sattler, voted on and carried unanimously, the Board approved Warrant No. 447 for payment.

V. FINANCIAL REPORT

On a motion by Heather A. Sattler, seconded by Christopher R. O’Connell, voted on and carried unanimously, the Board approved the September Financial Report.

On a motion by Heather A. Sattler, seconded by Christopher R. O’Connell, voted on and carried unanimously, the Board authorized the following transfers:

- \$300,000.00 from the ConnectOne Bank Money Market Account to the ConnectOne Bank Operating Account to cover the cost of Warrant No. 447 and the purchase of a Treasury Bill in the amount of \$200,000.
- \$180,000.00 from the ConnectOne Bank Money Market Account to the ConnectOne Bank Payroll Account to cover the payroll for the periods ending October 25, 2025 and November 8, 2025.

VI. CORRESPONDENCE

A. BOARD

A letter was received from Our Lady of Assumption Outreach thanking the Library for the donations of fresh produce from the Library's community garden this spring and summer.

B. DIRECTOR

None.

VII. OLD BUSINESS

The annual Fire Inspection was conducted on October 14, 2025. No nonconformances were noted.

VIII. NEW BUSINESS

Ted Schlomann, Baldessari & Coster LLP, reviewed the Financial Report for the fiscal year ended June 30, 2025 (copy attached) with the Board of Trustees. On a motion by Heather A. Sattler, seconded by Christopher R. O'Connell, voted on and carried unanimously, the Board accepted the Financial Report.

On a motion by Heather A. Sattler, seconded by Artie Martin, voted on and carried unanimously, the Board accepted a donation of \$400.00 from Sean G. Rose.

On a motion by Heather A. Sattler, seconded by Artie Martin, voted on and carried unanimously, the Board accepted a donation from the Copiague Kiwanis Club of \$500.00 to assist with the cost of the "Heroes for Heroes" program.

On a motion by Heather A. Sattler, seconded by Artie Martin voted on and carried unanimously, the Board approved the revised Employee Lateness Policy (copy attached).

On a motion by Heather A. Sattler, seconded by Christopher R. O'Connell, voted on and carried unanimously, the Board approved the purchase of a Shelving for Children's Room from KI International, 1330 Bellevue St., Green Bay, WI at a cost not to exceed \$1268.00.

On a motion by Artie Martin, seconded by Christopher R. O'Connell, voted on and carried unanimously, the Board approved the equipment leasing and maintenance agreements with Toshiba, 201 Old Country Road, Suite 100, Melville, NY as follows:

Public Copiers – 2 copiers – eStudio 2528A

- 60 month lease, monthly payment of \$116.78 each (total \$233.56)
- Total lease cost - \$7,606.80 each (total \$14,013.60)
- Print charge of \$0.0091 per copy
- New Jamex 9557 Vending System

Administration Copier – 1 copier – 5525AC

- 60 month lease, monthly payment of \$262.06
- Total Lease cost - \$15723.60
- Print charges:
 - Black & White – first 4,000 per month included, and 0.0066 thereafter
 - Color - \$0.0357 per copy

On a motion by Heather A. Sattler, seconded by Christopher R. O'Connell, voted on and carried unanimously, the Board approved the appointment of Dayana Cerritos Gonzalez to the position of part-time Library Clerk, Step 1, at an hourly rate of \$19.96, effective October 27, 2025.

IX. COMMENTS FROM VISITORS

None

X. EXECUTIVE SESSION

The Board entered into Executive Session at 3:30 p.m. and resumed the regular meeting at 3:35 p.m.

XI. ADJOURNMENT

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

MEETING ADJOURNED: 3:40 p.m.

Respectfully submitted,

B' Ann P. Roth, Secretary

Next regular meeting of the Board of Trustees: Wednesday, October 22, 2025 at 3:00 p.m.