

Unapproved

**MINUTES OF THE REORGANIZATIONAL MEETING OF THE
BOARD OF TRUSTEES
of the
BAY SHORE – BRIGHTWATERS PUBLIC LIBRARY
July 29, 2024**

Present

Mrs. Diane Hartill, President
Mr. Harry Brown, Vice-President
Mrs. Frances Bell, Secretary
Mr. Francis Pooley, Finance Officer
Mrs. Joan Mason-Dollmann, Trustee

Also present, Michael Squillante, Director; Janet Anderson, Business Manager, Mr. Andrew Story, Assistant Director, and a member of the community.

Call to Order

Mrs. Hartill called the meeting to order at 7:02 pm.

Nomination and Election of Board Officers

There was a motion to nominate Mr. Brown to the office of President of the Board of Trustees. (Hartill, Mason-Dollmann; unanimous) Mr. Brown was subsequently elected unanimously.

There was a motion to nominate Mrs. Bell to the office of Vice-President of the Board of Trustees. (Mason-Dollmann, Brown; unanimous) Mrs. Bell was subsequently elected unanimously.

There was a motion to nominate Mr. Pooley as Secretary of the Board of Trustees. (Brown, Mason-Dollmann; unanimous) Mr. Pooley was subsequently elected unanimously.

There was a motion to nominate Mrs. Mason-Dollmann to the office of Finance Officer of the Board of Trustees. (Hartill, Bell; unanimous) Mrs. Mason-Dollmann was subsequently elected unanimously.

Administration of Oath of Office

The Oath of Office was administered to Mrs. Hartill. The Oath will be filed with the Suffolk County Clerk immediately.

Conflict of Interest – Annual Statements of Compliance

Members of the Board received the Annual Statements of Compliance to file with the Library. Members also received and reviewed the Library's Conflict of Interest Policy.

Official Appointments

There was a motion to designate the following appointments: (Hartill, Mason-Dollmann; unanimous)

Appointments

Treasurer – Andrew Marafino
Counsel – Quatela, Chimeri PLLC
Accountant – Baldessari and Coster, LLP
Banks – US Bank, Capital One, Webster Bank, First National Bank of Long Island, M&T Bank, Dime Community Bank, TD Bank.
Official Newspapers – Islip Bulletin (when a second newspaper is required, South Bay Neighbor will be used.)

Records Retention Officer

There was a motion to appoint Ms. Janet Anderson as the Records Retention Officer. (Bell, Brown; unanimous)

Library Policy Manual

There was a motion to approve the Library's Policy Manual. (Bell, Hartill; unanimous)

Employee Handbook

There was a motion to approve the Library's Employee Handbook. (Pooley, Hartill; unanimous)

Holiday Schedule

There was a motion to approve the 2024-25 Holiday Schedule. (Bell, Pooley; unanimous)

Adjournment

There being no further business, the meeting was adjourned at 7:19 pm. (Pooley, Bell, unanimous)

Respectfully submitted,

Mr. Francis Pooley, Secretary