

Minutes of the August 28, 2019, Meeting of the Brewster Public Library Board of Trustees

In attendance: John Blaser, Margaret Bruen, Michael Conn, Karen DeSantis (joined meeting in progress at 5:18), Kevin Finnegan, Kathleen Sakowicz, Jacqueline Boissonnault, Gina Loprinzo (Director).

Board Vice-President John Blaser called the meeting to order at 5:03 p.m.

No public comment received.

Mr. Finnegan moved to approve the minutes of the July 24 and August 13 meetings. Ms. Bruen seconded the motion, and the Board approved the motion unanimously.

Financial Report

- The Board reviewed the Financial Report. Mr. Conn moved to accept the Financial Report; Mr. Finnegan seconded the motion, and the Board approved the motion unanimously.

Director's report

- The Board reviewed the Director's Report.
- Ms. Bruen moved to accept the Report; Ms. Boissonnault seconded the motion, and the Board approved the motion unanimously.

Update from Building Committee

- The Board discussed the status of the pending application to the Village of Brewster for a building permit and the schedule for commencing construction.

New Business

- The Board discussed the changes to the Auditor's letter that the Library's counsel had suggested. Mr. Blaser moved to authorize Ms. Loprinzo to submit the proposed revisions to the auditor. Ms. Boissonnault seconded the motion, and the Board approved the motion unanimously.
- The Board reviewed and revised the proposed Emergency Procedures document. Mr. Finnegan moved to approve the revised document. Ms. Bruen seconded the motion, and the Board approved the motion unanimously.
- The Board reviewed the proposed Employee Code of Conduct. Ms. DeSantis moved to add the proposed Employee Code of Conduct to the Employee Handbook. Mr. Finnegan seconded the motion, and the Board approved the motion unanimously.

- The Board reviewed the proposed Notice to employees concerning the New York State Retirement System. Ms. Bruen moved to approve the proposed Notice. Mr. Conn seconded the motion, and the Board approved the motion unanimously.
- Southeast Supervisor Hay has asked Ms. Loprinzo to respond in writing to the Town's request to enter Library property to remove any debris that may fall from the Town's demolition of a building on adjoining property and to repair any demolition-caused damage to the Library's fence. Mr. Finnegan moved to authorize Ms. Loprinzo to agree to Supervisor Hay's request. Ms. Bruen seconded the motion, and the Board approved the motion unanimously.
- The Board reviewed the following payment requests in connection with the construction project: \$332.58 from Jacobowitz and Gubits, LLP for legal work; \$326.25 to reimburse Ms. Loprinzo for a payment she made to the Putnam County Clerk; \$72,960.00 to Barone Construction Group (certified for payment by the project architect); and \$8,241.25 to Southeast Plumbing Corporation (certified for payment by the project architect). Ms. Bruen moved to approve payment of the requested amounts. Mr. Conn seconded the motion, and the Board approved the motion unanimously.

Mr. Finnegan moved to adjourn. Ms. DeSantis seconded the motion, and the Board approved unanimously. Mr. Blaser adjourned the meeting at 6:43.