

## **Minutes of the February 1, 2023 Meeting of the Brewster Public Library Board of Trustees**

In attendance: Kathleen Catalano, Peter Carey, Michael Conn, Kevin Finnegan, George Joiner, Kathleen Sakowicz and Gina Loprinzo (Director).

Mr. Finnegan called the meeting to order at 5:32 pm.

There was no public comment.

The Board considered the proposed minutes of the November 30, 2022 meeting. Mr. Carey moved to dispense with a reading of and approve the minutes of the November 30, 2022 meeting. Mr. Joiner seconded the motion and the Board approved the motion unanimously.

Mr. Kapil Gupta joined the meeting at 5:37 pm.

The Board reviewed the Financial Report. Ms. Sakowicz moved to accept the Financial Report. Mr. Conn seconded the motion and the Board approved the motion unanimously.

The Board reviewed the Director's Report.

The Board considered the annual audit frequency. Mr. Joiner moved to authorized Ms. Loprinzo, Director, to retain Bender to complete the 2022 audit provided the cost does not exceed \$5500.00. Mr. Carey seconded the motion and the board approved the motion unanimously.

The Board considered three insurance renewal policies: commercial package policy as a cost of \$6807.91, commercial umbrella policy at a cost of \$2139.00 and auto commercial policy at a cost of \$410.00. Mr. Conn made a motion to ratify the expense previously authorized in the approved 2022 budget. Ms. Catalano seconded the motion, and the Board approved the motion unanimously.

### **OFFICER ELECTIONS/TRUSTEE TERMS**

Mr. Carey nominated Mr. Kevin Finnegan to serve as President of the Board of Trustees. Mr. Conn seconded the motion and the Board approved the motion unanimously

Mr. Finnegan nominated Mr. Carey to serve as Vice President of the Board of Trustees. Mr. Joiner seconded the motion and the Board approved the motion unanimously.

Mr. Carey nominated Ms. Sakowicz to serve as Secretary of the Board of Trustees. Mr. Conn seconded the motion and the Board approved the motion unanimously.

Mr. Carey made a motion to allow the Secretary to approve the slate of officers with a single vote. Ms. Catalano seconded the motion and the board approved the motion unanimously.

Secretary Ms. Sakowicz cast a vote to approve the slate as presented.

The board discussed the open trustee position as Ms. Karen DeSantis has completed her 5-year

term. The board and library will use social media and Constant Contact to fill the open seat.

The Board considered changing the Bylaws to adjust the number of board members. Mr. Carey make a motion to amend Section 4, paragraph A of the Bylaws to read, "The library shall be governed by a Board of Trustees. The Board shall consist of eight members, elected for terms of 5 years each. Newly elected members will take office at the first meeting following the annual meeting." Ms. Catalano seconded the motion and the Board approved the motion unanimously.

The Board considered transferring \$15,000 from the savings account to the capital fund. Mr. Carey made a motion to transfer \$15,000 from the savings account to the capital fund. Mr. Gupta seconded the motion and the Board approved the motion unanimously.

The Board considered Putnam County Board of Elections' request to use our space again, for the upcoming primary and general elections. Ms. Catalano made a motion to authorize Ms. Loprinzo, Director, to negotiate with the Board of Elections to allow use of the space on June 27, 2023 for the primary election and November 7, 2023 for the general election. Mr. Carey seconded the motion and the Board approved the motion unanimously.

Mr. Joiner moved to adjourn. Mr. Carey seconded the motion, and the board members in attendance approved the motion unanimously.

Mr. Finnegan adjourned the meeting at 6:57 pm.