

Minutes of the April 26, 2023 Meeting of the Brewster Public Library Board of Trustees

In attendance: Jennifer Carpiello, Kathleen Catalano, Michael Conn, Kevin Finnegan, Kapil Gupta, George Joiner, Katherine O'Sullivan, Kathleen Sakowicz and Gina Loprinzo (Director).

Mr. Finnegan called the meeting to order at 5:33 pm.

There was no public comment.

The Board considered the proposed minutes of the March 22, 2023 meeting. Mr. Joiner moved to dispense with a reading of and approve the minutes of the March 22, 2023 meeting. Ms. Catalano seconded the motion, and the Board approved the motion unanimously.

The Board reviewed the Financial Report. Ms. Sakowicz moved to accept the Financial Report as submitted. Mr. Gupta seconded the motion, and the Board approved the motion unanimously.

The Board reviewed the Director's Report.

The Board considered engaging Nugent & Haussler, PC to perform the 2022 audit. Ms. Catalano made a motion to engage Nugent & Haussler, PC to perform the 2022 audit. Mr. Joiner seconded the motion, and the board approved the motion unanimously.

The 414 committee recommended petitions for a vote at the next election to set the Town's contribution for the library's expenses at \$460,000. The Board considered the recommendation. Ms. Catalano made a motion to accept the 414 committee recommendation, Ms. Carpiello seconded the motion, and the Board approved the motion unanimously.

The Board considered changing the Bylaws to adjust the number of board members. Ms. Sakowicz 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 nine members, elected for terms of 5 years each. Newly elected members will take office at the first meeting following the annual meeting." Mr. Conn seconded the motion, and the Board approved the motion unanimously.

The Board reviewed edits to the Employee Handbook as proposed by the policy committee. Ms. O'Sullivan moved to accept the edits to the Employee Handbook. Mr. Catalano seconded the motion, and the Board approved the motion unanimously.

The Board reviewed edits to the Meeting Room policy as proposed by the policy committee. Mr. Conn moved to accept the edits to the Meeting Room policy. Ms. Carpiello seconded the motion, and the Board approved the motion unanimously.

The Board reviewed edits to the Policy for Small Room Use policy as proposed by the policy committee. Mr. Conn moved to accept the edits to the Policy for Small Room use as written. Mr. Gupta seconded the motion, and the Board approved the motion unanimously.

The board reviewed the Satisfaction of all Obligations under the Temporary Construction easement agreement between Brewster Public Library and First United Methodist Church. Ms. O'Sullivan made a motion to appoint Kevin Finnegan, Board president, as signor of agreement, cancelling the original easement and making a one-time payment of \$1500.00 to the First United Methodist Church. Mr. Joiner seconded the motion, and the Board approved the motion unanimously.

The Board considered the estimate from Buildingstars for carpet and floor cleaning in the amount of \$1065.00. Ms. Catalano made a motion to engage Buldingstars to clean the carpet in the break and tech rooms, the adult area and the carpet behind the front desk, as well as strip and refinish the VCT. Mr. Joiner seconded the motion, and the Board approved the motion unanimously.

The Board considered a policy regarding circulation of a cordless screwdriver as part of the Library of Things. Ms. Catalano made a motion to approve the policy as presented. Mr. Joiner seconded the motion, and the Board approved the motion unanimously.

Mr. Joiner moved to adjourn. Ms. Catalano seconded the motion, and the Board approved the motion unanimously.

Mr. Finnegan adjourned the meeting at 7:04 pm.