OFFICIAL MINUTES
NORTH BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEE PUBLIC MEETING
September 15, 2026 @ 6:00PM

ATTENDEES: Tory Hare, Board of Trustee President
Ira Hester, Board of Trustee Vice President
Theresa DeBlasi, Board of Trustee Assistant Secretary
Patricia Ziegler, Financial Trustee
Stephen Burg, Library Director
Maureen Nicolazzi, Asst. Library Director
Lisa Martin, Administrative Assistant

Additional
Attendees: 2 Patrons, 1 Staff Member

ABSENTEES: Laurie Atlas, Board of Trustee Secretary

CALL TO ORDER: At 6:00PM, Ms. Hare, Board of Trustee President, called the meeting to order.

REMARKS FROM GUESTS: None

DRAFT MINUTES FROM August 18, 2026:
It was moved by Mr. Hester, seconded by Ms. Ziegler to approve the prior meeting minutes from August 18, 2026 Regular Board Meeting.
Ayes 3. Nayes 0. Motion carried.

CONSIDERATION OF THE TREASURERS AUGUST 2026 REPORTS TO INCLUDE
A) CULTURAL PROGARMMING FUND
B) LIBRARY FUND
It was moved by Mr. Hester, seconded by Ms. Ziegler to approve the August 2026 Cultural Programming Fund and the 2026 Library Fund.
Ayes 3. Nayes 0. Motion carried.

CONSIDERATION OF THE AUGUST 2026 FINANCIAL REPORTS:
It was moved by Mr. Hester, seconded by Ms. Ziegler to approve the August 2026 Financial Reports.
- Mr. Hester commented he appreciated the issue dates on the outstanding checks report.

Ayes 3. Nayes 0. Motion carried.

CONSIDERATION OF THE DIRECTORS AUGUST 2026 STATISTICAL REPORT:
Noted.

APPROVAL OF BILLS – AUTHORIZATION OF PAYMENT NO. 923 FOR AUGUST 2026:
It was moved by Mr. Hester, seconded by Ms. DeBlasi to approve the August 2026 Authorization of Payment No. 923.
- Mr. Hester questioned who the vendor was for check #47027 and the amount paid for Life Ins.
- Ms. Hare questioned check #47043 payment to the Library, advised it's Cultural Programming Funds.

Ayes 3. Nayes 0. Motion carried.

APPROVAL OF DISBURSEMENTS FOR SEPTEMBER 2026 CULTURAL PROGRAMMING FUND:

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It was moved by Mr. Hester and seconded by Ms. DeBlasi to approve the September 2026 Cultural Programming Fund Disbursements.
Ayes 3. Nayes 0. Motion carried.

COMMUNICATION:
Mr. Burg discussed the 1.8% increase in the PALS budget and requested a motion to authorize a vote. He also advised the Board of an opening on the SCLS Board and spoke about the recent FOIL request received.

OLD BUSINESS:
None.
NEW BUSINESS:

A. **Consideration to vote and accept proposed PALS invoice increase for 2027. (Exhibit A)**
- It was moved by Mr. Hester and seconded by Ms. Ziegler to approve the vote on the PALS Ballot.

Ayes 3. Nayes 0. Motion carried.

B. **Consideration to accept Annual Fire Sprinkler Inspection Contract. (Exhibit B)**
- It was moved by Mr. Hester and seconded by Ms. DeBlasi to accept the Annual Fire Sprinkler Inspection Contract for $752.00 annually.
  - Mr. Hester questioned if our system was up to par, he was advised that it is.

Ayes 3. Nayes 0. Motion carried.

C. **Consideration to approve the 2027-2029 Property Maintenance & Turf Pesticide Program 3-year contract with Riverview/Giannini Landscapes (Exhibit C)**
- It was moved by Ms. DeBlasi, seconded by Ms. Ziegler to renew the three year contract for Property Maintenance and the Turf Pesticide Program.
  - Mr. Hester and Ms. DeBlasi questioned the application process and Ms. Hare agreed with getting this info and wanted to confirm we are charged the going rate.

Ayes 3. Nayes 0. Motion carried.

D. **Consideration to Review and Revise the Petty Cash Policy (Exhibit D)**
- It was moved by Ms. DeBlasi and seconded by Ms. Ziegler to accept the updated Petty Cash Policy and the Petty Cash Funds be established as follows for the 2026-27 Fiscal Year.

TITLE	*CUSTODIAN*	*AMOUNT*
Library Director	Stephen Burg	$200.00
Administrative Asst.	Lisa Martin	

Ayes 3. Nayes 0. Motion carried.

E. **Consideration to review the Credit Card Policy and obtain a Credit Card for Library Business.**
See below

F. **Consideration to Approve the 2026-2027 Holiday Calendar for Library Closings.**
- It was moved by Mr. Hester and seconded by Ms. Ziegler to approve the 2026-27 Library Closings.

Ayes 3. Nayes 0. Motion carried.

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DIRECTOR'S REPORT

- Mr. Burg stated he renewed/reactivated the Library's SAM account. He is researching modernizing our payroll system. He also spoke of how signage was updated to create a welcoming environment. He also advised the Board he has begun one-on-one meetings with key staff and will continue until he meets all employees.

DEPARTMENT HEAD REPORTS

- Ms. DeBlasi questioned if there is a separate report for Teens and Ms. Hare acknowledged Ms. Arena is doing so much for the Children's Library.

PERSONNEL REPORT

- Nothing to note

REMARKS FROM GUESTS:

- One patron requested a clock in the meeting room, he was advised there is indeed a clock in the meeting room, he also questioned where our fire extinguisher was.

FUTURE MEETING DATES ADOPTED:

- **Tuesday, October 20, 2026 @ 6PM**
- **Tuesday, November 17, 2026 @ 6PM**
- **Tuesday, December 15, 2026 @ 6PM**

Motion to move to Executive Session by Mr. Hester, seconded by Ms. Ziegler to discuss personnel matters in regards to the employment history of a particular person or persons @ 6:43PM.

EXECUTIVE SESSION

- At 8:03PM, Mr. Hester moved to exit Executive Session and resume open session which was seconded by Ms. Ziegler.
  Ayes 3. Nayes 0. Motion carried.

NEW BUSINESS

E. **Consideration to review the Credit Card Policy and obtain a Credit Card for Library Business.**

- It was moved by Mr. Hester and seconded by Ms. DeBlasi to allow the Director to obtain a Business Credit Card for Library Business with a $10,000 limit. The policy will be reviewed at a later date.
  Ayes 3. Nayes 0. Motion carried.

Adjournment: It was moved by Mr. Hester and seconded by Ms. DeBlasi to adjourn the meeting at 8:08PM.
Ayes 3. Nayes 0. Motion carried.

Respectfully,
Theresa DeBlasi
TD/lam

North Babylon Public Library

Holiday Closings 2026-27

• Labor Day	Monday, September 7, 2026	CLOSED
• Columbus Day	Monday, October 12, 2026	CLOSED
• Veteran's Day	Wednesday, November 11, 2026	CLOSED
• Thanksgiving Day	Thursday, November 26, 2026	CLOSED
• Christmas Day	Friday, December 25, 2026	CLOSED
• New Year's Day	Friday, January 1, 2027	CLOSED
• Martin Luther King Day	Monday, January 18, 2027	CLOSED
• Lincoln's Birthday	Friday, February 12, 2027	open/comp
• Washington's Birthday	Monday, February 15, 20267	CLOSED
• Good Friday	Friday, March 26, 2027	open/comp
• Memorial Day	Monday, May 31, 2027	CLOSED
• Juneteenth	Saturday, June 19, 2027	CLOSED
• Independence Day	Sunday, July 4, 2027	
	Observed Monday, July 5, 2027	CLOSED

The Library will be open on Sundays starting

Sunday, October 4, 2026 through Sunday, May 2, 2027.

The Library will be closed on the following Sundays:

March 28, 2027 for Easter Sunday

May 9, 2027 for Mother's Day

Board Approved 9/15/2026