

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
HELD AT THE LIBRARY ON
OCTOBER 16, 2018

President Spence called the meeting to order at 6:00 P.M.

PRESENT: Trustee DeStefano
Trustee McCrary
Trustee Spence
Trustee Wendol
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Rossini

ALSO PRESENT: Joseph Romeo, Jr., Library Insurance Agent

President Spence conducted the Pledge of Allegiance.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to advance to section L-1 of the agenda (Review of Library Insurance). Discussion followed. Approved unanimously.

Joe Romeo, the Library's insurance agent, attended the meeting in order to review the Library's insurance coverage with the Library Board. Mr. Romeo departed after his presentation.

MOTION by Trustee McCrary, seconded by Trustee Spence, to return to the regular order of the agenda. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to approve the minutes, with a correction, of the regular meeting held on September 18, 2018. Discussion followed. Approved unanimously.

There was no correspondence for the Library Board.

The Director presented her monthly report.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to accept the Director's Report dated October 2018. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to approve two additional repair projects presented by the Director relating to the Roofing Replacement Project, if needed and not included in the existing agreement. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Wendol, to accept the Personnel Report dated October 16, 2018. Discussion followed. Approved unanimously.

Trustee Wendol reported that he attended the October 3rd meeting of Suffolk Cooperative Library System (SCLS) Board of Trustees. He reported on SCLS's upgrade projects to the building and parking lot. He also reported that Comsewogue Public Library was recommended by SCLS to receive a \$225,000 NYS Construction Grant. SCLS announced the common vote dates for annual budget votes/trustee elections and also informed Trustees about the new NYS law requiring an updated Sexual Harassment Prevention Policy and training for all staff.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Wendol, to accept the Financial Reports for the period ending August 31, 2018, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to approve warrant 10/18/1, dated October 16, 2018, in the amount of \$291,429.04. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for September 20, 2018 (\$106,692.51) and October 4, 2018 (\$117,119.84). Discussion followed. Approved unanimously.

The Personnel Committee reported on recommendations for personnel budget preparation for 2019-2020.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, that the Retirement Incentive and Voluntary Separation Incentive Programs, as proposed by the Director, be adopted and communicated to eligible employees. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to approve the resignations of Melissa Ikizoglu (effective September 22, 2018) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Wendol, to reaffirm the Comsewogue Public Library Furniture & Equipment Inventory and Inventory Disposal Policy. Discussion followed. Approved unanimously.

Review and discussion of the Comsewogue Public Library Health Care Benefits and Retirement Policy will continue at a future meeting.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve the Comsewogue Public Library Sexual Harassment Prevention Policy. Discussion followed. Approved unanimously.

Review and discussion of the Comsewogue Public Library Wireless Acceptable Use Policy was tabled for a future meeting.

The Library Board reviewed the Draft SCLS 2019 Operating Budget.

The Library Board reviewed the dates of upcoming regular board meetings and schedule of Audit of Claims by Trustee.

There were no questions or statements from the public.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to adjourn the meeting at 7:26 P.M. Approved unanimously.


Secretary, Board of Trustees