

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
NOVEMBER 19, 2019

President Wendol 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

GUESTS: Library Auditors Donald Hoffmann and Richard Coffey, Cullen & Danowski, LLP

President Wendol conducted the Pledge of Allegiance.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to advance to section L-1 of the agenda (Annual Financial Statement & Audit 2018/19 - Presentation). Discussion followed. Approved unanimously.

The Library Auditors left after their presentation and discussion with the Board.

MOTION by Trustee Spence, seconded by Trustee McCrary, to accept the Annual Financial Statement and Audit as prepared and presented by Donald Hoffmann and Richard Coffey, CPAs of Cullen & Danowski, LLP, for fiscal year ending June 30, 2019. Discussion followed. Approved unanimously.

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

MOTION by Trustee DeStefano, seconded by Trustee Spence, to approve the minutes of the regular meeting held on October 15, 2019. Discussion followed. Approved unanimously.

There was no correspondence for the Library Board.

The Director presented her monthly report.

MOTION by Trustee McCrary, seconded by Trustee Spence, to accept the Director's Report dated November 2019. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to accept the Personnel Report dated November 19, 2019. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to accept the Financial Reports for the period ending September 30, 2019, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to approve warrant 11/19/1, dated November 19, 2019, in the amount of \$485,763.10. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for October 17, 2019 (\$108,720.63) and October 31, 2019 (\$115,331.36). Discussion followed. Approved unanimously.

There were no reports from standing committees.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve proposed Change Order #3 – Caulking at (12) Windows ~ Waterproofing at South Wall Project for the sum of \$3,234.00. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, that pursuant to the September 17, 2019 Board Motion authorizing the Parking Lot Resealing & Restriping Project, the Board authorizes the 2019/2020 budget increase of \$11,850 to (4439) *Equipment & Building Maintenance* budget line of the operating budget. The Board further authorizes the transfer of \$11,850.00 from the Capital Improvement Fund to the 2019-20 general operating account. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve the resignations of Emily Ostrander (effective October 3, 2019), Jacob Schmotzer (effective November 5, 2019), Christine Kowalski (effective November 16, 2019) and Stephen Young (effective November 17, 2019). Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to approve the medical leave request of Patricia Grosso, effective October 10, 2019 to no later than December 18, 2019. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to revise the approved parental leave of absence request for Maria Turrise from August 29, 2019 – November 21, 2019 to August 29, 2019 – October 17, 2019. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Spence, to approve the revised Comsewogue Public Library Family and Medical Leave Policy. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to approve the revised Comsewogue Public Library Environmental Sustainability Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to approve the Comsewogue Public Library Leave of Absence / Leave Without Pay Policy {Non-FMLA}. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to approve the proposed 2020 Budget of the Suffolk Cooperative Library System, dated November 7, 2019 and approved by SCLS Board of Trustees. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to approve the Director's request to attend the 2020 Annual PLA Conference in Nashville, TN, scheduled February 25 – 29, 2020, at an amount not to exceed \$ 2,700. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to authorize the Library Director to arrange for the removal of damaged Maple Tree at the cost of \$1,700. Discussion followed. Approved unanimously.

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 Spence, seconded by Trustee McCrary, to adjourn the meeting at 7:56 P.M. Approved unanimously.


Secretary, Board of Trustees