

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
APRIL 20, 2021**

President DeStefano called the meeting to order at 6:00 p.m.

**PRESENT:** Trustee DeStefano  
Trustee McCrary  
Trustee Olson  
Trustee Rossini  
Trustee Spence  
Director Engelhardt

**ABSENT WITH NOTIFICATION:**

**GUEST(S):** John Tanzi, Library's Architect

President DeStefano conducted the Pledge of Allegiance.

**MOTION** by Trustee McCrary, seconded by Trustee Rossini, to advance to section K-1 of the agenda (Building Repair – John Tanzi presentation). Discussion followed. Approved unanimously.

Mr. Tanzi left after his presentation and discussion with the Board regarding the Boiler Replacement Project and the Waterproofing South Wall Project.

The Board tabled a decision regarding the Boiler Replacement Project for further discussion at the next meeting of the Board of Trustees.

**MOTION** by Trustee Spence, seconded by Trustee Rossini, authorizing John Tanzi, Architect, to proceed with the Waterproofing at South Wall as presented, projected at a cost of approximately \$1,800 (Item 1 – Dow AllGuard Silicone Elastomeric Coating) plus \$1,600 (Item 2 – Clear Water Repellant Sealer) for a total cost of approximately \$3,400 and to apply clear water repellant sealer to East Wall. Total cost is not to exceed \$7500 and will be funded by the Capital Improvement Fund designation and increase the operating budget by the same amount. Discussion followed. Approved Unanimously.

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

**MOTION** by Trustee Spence, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on March 16, 2021. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

**MOTION** by Trustee Rossini, seconded by Trustee Olson, to accept the Director's Report dated April 2021. Discussion followed. Approved unanimously.

**MOTION** by Trustee McCrary, seconded by Trustee Spence, to accept the Personnel Report dated April 20, 2021. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Financial Reports for the periods ending February 28, 2021, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to approve warrant 4/21/1, dated April 20, 2021, in the amount of \$157,089.13. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the payroll and payroll warrants for March 18, 2021 (\$115,379.53), April 1, 2021 (\$117,326.35) and April 15, 2021 (\$111,558.93). Discussion followed. Approved unanimously.

There are no reports from standing committees.

The Board reviewed the results of the Library Budget Vote and Trustee Election for 2021--2022. The results were as follows:

<i>Adoption of the 2021-2022 Annual Library Budget</i>				
Yes – 140	No – 34	Void – 0	Blank - 0	Total –174
<i>Annual Election of Library Board Trustee – Christopher McCrary</i>				
Yes – 158	Write-in – 4	Void – 0	Blank – 12	Total – 174

MOTION by Trustee Rossini, seconded by Trustee McCrary, to adopt Comsewogue Public Library's Disaster Plan. Discussion followed. Approved unanimously

MOTION by Trustee McCrary, seconded by Trustee Spence, to accept the revised Warrant Report, dated March 16, 2021, in the amount of \$273,359.27. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to adopt the revised Comsewogue Public Library's Data Backup Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to adopt the revised Comsewogue Public Library's Drug Free Workplace Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to adopt the revised Comsewogue Public Library's Meeting Room Use Policy. Discussion followed. Approved unanimously

MOTION by Trustee McCrary, seconded by Trustee Rossini, to adopt the revised Comsewogue Public Library's Standard Work Days/Work Week Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to reaffirm the Comsewogue Public Library's Exhibit/Display Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Spence, to reaffirm the Comsewogue Public Library's Information Display/Distribution Policy. Discussion followed. Approved unanimously.

**MOTION by Trustee McCrary, seconded by Trustee Rossini, to accept the resignation of Katherine Gonzales (effective April 14, 2021) with thanks for services rendered. 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 Rossini, to adjourn the meeting at 8:06 p.m. Approved unanimously.**



Secretary, Board of Trustees