

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
FEBRUARY 23, 2022**

President DeStefano called the meeting to order at 6:05 p.m.

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

**ABSENT WITH NOTIFICATION:**  
Trustee Rossini

President DeStefano conducted the Pledge of Allegiance.

**MOTION** by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on January 18, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

**MOTION** by Trustee McCrary, seconded by Trustee Olson, to accept the Director's Report dated February 2022. Discussion followed. Approved unanimously.

**MOTION** by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated February 15, 2022. Discussion followed. Approved unanimously.

**MOTION** by Trustee Spence, seconded by Trustee Olson, to accept the 2021 Personnel Sick Leave Report. Discussion followed. Approved unanimously.

The library's COVID-19 status was referenced in the Director's Report.

There were no questions or statements from the public.

**MOTION** by Trustee McCrary, seconded by Trustee Spence, to accept the Financial Reports for the period ending December 31, 2021, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

**MOTION** by Trustee Spence, seconded by Trustee DeStefano, to approve warrant 2/22/1, dated February 15, 2022, in the amount of \$128,516.72. Discussion followed. Approved unanimously.

**MOTION** by Trustee Olson, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for January 20, 2022 (\$118,547.40) and February 3, 2022 (\$120,343.82). Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to adopt Proposal B of the 2022/2023 FT Retirement Incentive and PT Voluntary Separation Incentive Programs, as presented by the Director, and authorized it be communicated to eligible employees. Payments for the 2022/2023 FT Retirement Incentive will be in the form of a non-elective employer contribution to the employee's 403(b) account, up to the maximum allowed limit. Any amount above the maximum allowed limit will be paid in the employee's paycheck. If an employee does not have a 403(b) account, one will be established for them. Payments for the 2022/2023 PT Voluntary Separation Incentive will be paid in the employee's paycheck. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to accept the salary schedule Proposal #1 recommendations of the Personnel Committee for fiscal year 2022-2023 as presented. Discussion followed. Approved unanimously.

RESOLVED, that Library Board President DeStefano is authorized to execute the Agreement between the Comsewogue Public Library and Debra Engelhardt providing for the continuation of terms and benefits of employment to be enjoyed by the Director for the period July 1, 2022 through June 30, 2027.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve and adopt the Agreement resolution. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to adopt the proposed budget of \$6,360,894 with \$3,124,048 of that to be raised by taxes for fiscal year 2022-2023. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee McCrary, to approve the parental leave of absence of Brooke Robitsek, effective January 20, 2022 to April 15, 2022. 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 Olson, to adjourn the meeting at 7:16 P.M. Approved unanimously.

  
Secretary, Board of Trustees