

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
MARCH 21, 2023

President McCrary called the meeting to order at 6:03 p.m.

PRESENT: Trustee McCrary
Trustee Olson
Trustee Spence
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee DeStefano
Trustee Rossini

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on February 21, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the Director's Report dated March 2023. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated March 21, 2023. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Financial Reports for the period ending January 17, 2023, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve warrant 03/23/1, dated March 21, 2023, in the amount of \$185,255.33. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the payroll and payroll warrants for March 02, 2023 (\$122,062.95) and March 16, 2023 (\$119,611.26). Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to appoint the following as election workers for the 2023/24 Budget Vote and Trustee Election on April 4, 2023:

Carol Fazio (Head Teller) at \$15.81 hr.

Donald Gleaves (Teller) at \$15.30 hr.

Lisa Poulos (Teller) at \$15.30 hr.

Eileen Wrenn (Teller) at \$15.30 hr.

Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to authorize the transfer of \$80,145.48 from the Termination Payment (Term PM) Designation to the general operating fund to fund the 2022 Comsewogue Public Library Retirement/Voluntary Separation Incentive which includes employer contributions to the 403(b) accounts of one (1) eligible FT retiree, voluntary separation incentive payment for (1) eligible PT employee resignation/retirement, and payment for unused sick days, as per current Library policy, and to increase the 2022-23 appropriate salary budget lines by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to adopt the revised *Employee Dress* policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to adopt the revised *Paid Time Off (PTO) Full-Time* policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to adopt the revised *Public Behavior* policy including final edits provided by the Board. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the resignations of Shannon McLaughlin (effective February 22, 2023) and Sherly Ritter (effective March 8, 2023) 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 Olson, to adjourn the meeting at 7:04 P.M. Approved unanimously.


Secretary, Board of Trustees