

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
DECEMBER 19, 2023

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

PRESENT: Trustee Olson
Trustee McCrary
Trustee Spence
Trustee DeStefano
Assistant Director Malchiodi
Director Engelhardt

ABSENT WITH NOTIFICATION:
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 November 21, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the Personnel Report dated December 19, 2023. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Financial Reports for the period ending June 30, 2023, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Financial Reports for the period ending October 31, 2023, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve warrant 12/23/1, dated December 19, 2023, in the amount of \$163,092.50. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for November 22, 2023 (\$125,397.05) and December 7, 2023 (\$159,619.49). Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to adopt the revised Emergency Bill Pay Policy, as edited. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm the Gift Card Use Policy. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm the Petty Cash Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to set the Library Budget Vote and Trustee Election, April 2, 2024, from 9:30am to 9:00pm. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, approve the change of the 2023-2024 hourly rate for Pages, effective December 17, 2023 (pay date January 4, 2024) as follows:

Up to 10 years of completed service - \$16.00/hr.

Over 10 years of completed service - \$17.60/hr.

Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to increase the bulk mailing account to \$3,500 for the fiscal year 2023-2024. 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 7:00 P.M. Approved unanimously.



Secretary, Board of Trustees