

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
FEBRUARY 28, 2017

President Meyer called the meeting to order at 6:02 P.M.

PRESENT: Trustee DeStefano
Trustee McCrary
Trustee Meyer
Trustee Spence
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Wendol

President Meyer conducted the Pledge of Allegiance.

MOTION by Trustee McCrary, seconded by Trustee Spence, to approve the minutes of the regular meeting held on January 17, 2017. Discussion followed. Approved unanimously.

There was no correspondence for the Library Board.

The Director presented her monthly report.

MOTION by Trustee Meyer, seconded by Trustee DeStefano, to accept the Director's Report dated February 2017. Discussion followed. Approved unanimously.

MOTION by Trustee Meyer, seconded by Trustee McCrary, to accept the Personnel Report dated February 28, 2017. Discussion followed. Approved unanimously.

MOTION by Trustee Meyer, seconded by Trustee Spence, to accept the 2016 Personnel Sick Leave Report. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Meyer, seconded by Trustee DeStefano, to accept the Financial Reports for the period ending December 31, 2016, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Meyer, to approve warrant 02/17/1, dated February 28, 2017, in the amount of \$206,557.18. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the payroll and payroll warrants for January 26, 2017 (\$109,296.66), February 9, 2017 (\$116,489.42) and February 23, 2017 (\$112,522.71). Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the salary schedule recommendations of the Personnel Committee for fiscal year 2017-2018 as presented. Discussion followed. Approved unanimously.

The Library Board tabled the discussion regarding the Roof/HVAC Project pending a meeting with the Architect to further discuss his proposal.

MOTION by Trustee Spence, seconded by Trustee DeStefano, that pursuant to the September 20, 2016 Board Motion authorizing the Masonry Sealing at South Wall Project, the Board authorizes the transfer of \$15,200 from the Capital Improvement Fund to the 2016-17 operating account and the increase of the 2016-2017 operating budget by the same amount (as detailed on attached). Discussion followed. Approved unanimously.

MOTION by Trustee Meyer, seconded by Trustee McCrary, to approve the resignation of Henry Schmidt (effective December 16, 2016) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Meyer, to approve the parental leave request of Christine Parker-Morales, effective January 18, 2017 to September 20, 2017. The first twelve weeks of leave are pursuant to the Family Medical Leave Act (FMLA). Discussion followed. Approved unanimously.

MOTION by Trustee Meyer, seconded by Trustee DeStefano, to approve the parental leave request of Christina Heaney, effective February 17, 2017 to August 18, 2017. The first twelve weeks of leave are pursuant to the Family Medical Leave Act (FMLA). Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to approve the parental leave request of Natalie Metcalf, effective February 3, 2017 to April 27, 2017. Discussion followed. Approved unanimously.

MOTION by Trustee Meyer, seconded by Trustee McCrary, to adopt the proposed budget of \$5,554,894 with \$2,759,342 of that to be raised by taxes for fiscal year 2017-2018. Discussion followed. Approved unanimously.

“Article XI: Dissolution” of the By-Laws of Cumsewogue Historical Society states “Upon the dissolution of the Cumsewogue Historical Society, all assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code to the Comsewogue Public Library by Deed of Gift in order to ensure that all assets remain and are maintained within the local communities of Terryville and Port Jefferson Station, Town of Brookhaven, County of Suffolk, New York.” (Amended 1/19/2017)

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept assets from the Cumsewogue Historical Society by Deed of Gift in accordance with the Cumsewogue Historical Society’s By-Laws (Article XI-Dissolution). Discussion followed. Approved unanimously.

RESOLVED, that Library Board President Meyer is authorized to execute the Agreement between the Comsewogue Public Library and Debra Engelhardt providing for the terms and benefits of employment to be enjoyed by the Director for the period July 1, 2017 through June 30, 2022.

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

MOTION by Trustee DeStefano, seconded by Trustee McCrary, authorizing the Board of Trustees to assign the amount of \$1,000,000.00 of the General Fund Balance to the Capital Improvement Fund Assignment for the purpose of future capital improvements. All interest earned associated with this assignment will be credited to this assigned account. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to designate Empire National Bank as an additional official depository for the Library's savings and/or checking accounts for fiscal year 2017-2018. Approved unanimously.

MOTION by Trustee Meyer, seconded by Trustee Spence, to approve closing the "Capital Improvement Fund" bank account with Capital One Bank and to establish a new account for the same purpose with Empire National Bank and to transfer the balance from the closed account to the newly established Empire National Bank account. 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 Meyer, to adjourn the meeting at 7:40 P.M. Approved unanimously.


Secretary, Board of Trustees