

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
MARCH 21, 2017

President Meyer called the meeting to order at 6:00 P.M.

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

ABSENT WITH NOTIFICATION:
Trustee DeStefano

GUEST: John Tanzi, Architect

President Meyer conducted the Pledge of Allegiance.

MOTION by Trustee Wendol, seconded by Trustee Spence, to advance to section K-1 of the agenda (Facilities Report Update – Authorizations – Roof/HVAC Project). Discussion followed. Approved unanimously.

John Tanzi, Architect, attended the meeting in order to review his proposal for the Library's Roof/HVAC project with the Library Board. Mr. Tanzi departed after his presentation.

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

MOTION by Trustee Meyer, seconded by Trustee Spence, to approve the minutes of the regular meeting held on February 28, 2017. Discussion followed. Approved unanimously.

There was no correspondence for the Library Board. The Board authorized the Director to compose and send letters on their behalf. Letters are to be sent to local NYS legislators urging them to fight for the reinstatement of library aid and construction aid in the Governor's budget. Letters are to be sent to NY's congressional representatives urging them to fight against funding cuts the President has proposed for the Institute of Museums and Library Services.

The Director presented her monthly report.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to accept the Director's Report dated March 2017. Discussion followed. Approved unanimously.

MOTION by Trustee Meyer, seconded by Trustee Wendol, to accept the Personnel Report dated March 21, 2017. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee McCrary, to accept the Financial Reports for the period ending January 31, 2017, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Meyer, seconded by Trustee Wendol, to approve warrant 03/17/1, dated March 21, 2017, in the amount of \$109,123.37. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to accept the payroll and payroll warrant for March 9, 2017 (\$111,525.66). Discussion followed. Approved unanimously.

There were no reports from standing committees.

MOTION by Trustee Meyer, seconded by Trustee Spence, to authorize the Director to engage John Tanzi, of John Tanzi Architects, to develop Bid Packages (in accordance with NYS General Municipal Law for Bidding and Construction) for the Roof/HVAC Replacement Projects. John Tanzi's fees for these projects which include Bid Document Preparation, Facilitation of Bidding and site visits during construction/installation will not exceed \$28,500 (Roof Replacement Project) and \$32,800 (HVAC Replacement Project). Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Spence, to appoint the following as election workers for the 2017/18 Budget Vote and Trustee Election on April 4, 2017:

Donna Gleaves (head teller) at \$11.64/hr.

Annette Papaleo (teller) at \$11.10/hr.

Linda Tesone (teller) at \$11.10/hr.

Discussion followed. Approved unanimously.

MOTION by Trustee Meyer, seconded by Trustee Wendol, to accept the 2016 NYS Annual Report for Public and Association Libraries as reviewed by the Board. Discussion followed. Approved unanimously.

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

MOTION by Trustee Wendol, seconded by Trustee Spence, to approve the resignation of Joseph Sclafani (effective March 3, 2017) 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 Meyer, to adjourn the meeting at 8:01 P.M. Approved unanimously.


Secretary, Board of Trustees