

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
HELD AT THE LIBRARY ON
JULY 18, 2017

The meeting was called to order by Chairperson Engelhardt at 6:02 P.M.

PRESENT:

Trustee DeStefano
Trustee McCrary
Trustee Rossini
Trustee Spence
Trustee Wendol
Director Engelhardt

ABSENT WITH NOTIFICATION:

Chairperson Engelhardt conducted the Pledge of Allegiance.

Trustee Spence (a notary public) administered the Oath of Office to Trustee Wendol, Trustee Rossini and Library Director Engelhardt and appropriate documentation was completed.

The Chair called for nominations for President, Vice President, Secretary and Fiscal Officer.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to nominate Kevin Spence as President of the Library Board for fiscal year 2017-2018. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to nominate Edward Wendol as Vice President of the Library Board for fiscal year 2017-2018. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to nominate Corinne DeStefano as Secretary of the Library Board for fiscal year 2017-2018. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Wendol, to nominate Christopher McCrary as Fiscal Officer of the Library Board for fiscal year 2017-2018. Approved unanimously.

There being no other nominations the Chair called for a vote on the slate of officers.

MOTION by Trustee Wendol, seconded by Trustee Rossini, to have the Secretary cast the vote for the slate of officers. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Spence, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2017-2018. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to appoint Joseph Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library District

Treasurer for fiscal year 2017-2018. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to appoint Dean Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Deputy Library District Treasurer for fiscal year 2017-2018. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to appoint Cullen & Danowski, LLP, an independent contractor, as the Library's independent external auditor for fiscal year 2017-2018. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Rossini to appoint Joseph Romeo and his firm of Industrial Coverage Corp., an independent contractor, as the Library's insurance agent for fiscal year 2017-2018. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Wendol, to designate the Port Times Record and Newsday (as needed) as the official newspapers for publication of legal notices for fiscal year 2017-2018. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2017-2018 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to designate Capital One Bank and/or First National Bank of Long Island and/or Empire National Bank as the official depositories for the Library's savings and checking accounts for fiscal year 2017-2018 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Wendol, to set the bulk mailing account at \$2,700 and the postage meter account at \$700 for fiscal year 2017-2018. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to establish the cash register fund at \$210, the petty cash fund at \$150, the copier/printer fund at \$150 and the cash on hand fund for \$350 for fiscal year 2017-2018. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, that the signatories for the Library's savings and checking accounts are: Board President Kevin Spence, Fiscal Officer Christopher McCrary, Library Director Debra L. Engelhardt, Library District Treasurer Joseph Giaquinto and Deputy Library District Treasurer Dean Giaquinto. Library procedures require two signatures for accounts payable warrants and supplemental (payroll) warrants and one signature for transfers and payroll. Approved unanimously.

RESOLVED that, in accordance with NYS Education Law, Section 1724, the Comsewogue Public Library Board of Trustees authorizes the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to adopt the Resolution for Payment of Claims in Advance of Audit. Discussion followed. Approved unanimously.

RESOLVED, that the Comsewogue Public Library Board of Trustees authorizes the use of a facsimile signature of the Library District Treasurer on payroll checks which are processed by an outside payroll processing company.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Spence, to reaffirm Comsewogue Public Library's current By-Laws. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Wendol, to adjourn the meeting at 6:16 P.M. Approved unanimously.


Secretary, Board of Trustees

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
JULY 18, 2017

President Spence called the meeting to order at 6:17 P.M.

PRESENT: Trustee DeStefano
Trustee McCrary
Trustee Rossini
Trustee Spence
Trustee Wendol
Director Engelhardt

ABSENT WITH NOTIFICATION:

The Pledge of Allegiance was conducted earlier at the Organizational Meeting.

MOTION by Trustee Wendol, seconded by Trustee Spence, to approve the minutes of the regular meeting held on June 20, 2017. Discussion followed. Approved unanimously.

There was no correspondence for the Library Board.

The Director presented her monthly report.

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

MOTION by Trustee DeStefano seconded by Trustee McCrary, to accept the Personnel Report dated July 18, 2017. Discussion followed. Approved unanimously.

Trustee Wendol reported that he participated in a teleconference with SCLS Director, Kevin Verbesey and upstate New York Library Districts.

There were no questions or statements from the public.

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

MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve warrant 07/17/1, dated July 18, 2017, in the amount of \$49,336.82. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to approve warrant 07/17/2, dated July 18, 2017, in the amount of \$148,884.50. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Spence, to accept the payroll and payroll warrant for June 29, 2017 (\$99,473.38) and July 13, 2017 (\$113,711.19). Discussion followed. Approved unanimously.

There were no reports from standing committees.

Trustee McCrary, upon further reflection, recused himself from the June discussion and vote for the Appointment of Library Board Trustee.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve the resignation of Giovanna DiGiovanna (effective June 30, 2017) and Morgan Brett (effective July 6, 2017) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Spence, to authorize the Director to proceed with the Community Room / Gallery Flooring project with GSM Development, LLC, at a cost not to exceed \$19,400. The project is to be funded by the Capital Improvement Fund assignment and will increase the 2017-2018 operating budget by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Rossini, to approve the revised Comsewogue Public Library Vacation Policy – FT. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to approve the revised Comsewogue Public Library Vacation Policy – PT Professional & Clerical . Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to approve the revised Comsewogue Public Library Employee Dress Policy. 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 Wendol, seconded by Trustee Rossini, to adjourn the meeting at 7:18 P.M. Approved unanimously.


Secretary, Board of Trustees