

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 21, 2020

The meeting was called to order by Chairperson Engelhardt at 6:00 P.M.

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

ABSENT WITH NOTIFICATION:

Trustee Wendol conducted the Pledge of Allegiance.

Trustee Spence, a notary public, administered the Oath of Office to Library Director Engelhardt and will administer the Oath to Library District Treasurer Giaquinto on July 18, 2020.

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

MOTION by Trustee Wendol, seconded by Trustee Rossini, to nominate Corinne DeStefano as President of the Library Board for fiscal year 2020-2021. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to nominate Christopher McCrary as Vice President of the Library Board for fiscal year 2020-2021. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Wendol, to nominate John Rossini as Secretary of the Library Board for fiscal year 2020-2021. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Rossini, to nominate Kevin Spence as Fiscal Officer of the Library Board for fiscal year 2020-2021. 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 McCrary, to have the Secretary cast the vote for the slate of officers. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2020-2021. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to appoint Joseph Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library District Treasurer for fiscal year 2020-2021. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Spence, to appoint Cullen & Danowski, LLP, an independent contractor, as the Library's independent external auditor for fiscal year 2020-2021. 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 2020-2021. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to designate the Port Times Record and Newsday (as needed) as the official newspapers for publication of legal notices for fiscal year 2020-2021. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2020-2021 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

Motion by Trustee DeStefano, seconded by Trustee Spence, to designate People's United 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 2020-2021 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

Motion by Trustee Wendol, seconded by Trustee Rossini, to set the bulk mailing account at \$2,700 and the postage meter account at \$700 for fiscal year 2020-2021. Approved unanimously.

Motion by Trustee Rossini, seconded by Trustee Spence, 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 at \$350 for fiscal year 2020-2021. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, that the signatories for the Library's savings and checking accounts for fiscal year 2020-2021 are Board President Corinne DeStefano, Fiscal Officer Kevin Spence, Library Director Debra L. Engelhardt and Library District Treasurer Joseph 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 Spence, seconded by Trustee Rossini, 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 Rossini, seconded by Trustee DeStefano, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

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

MOTION by Trustee Rossini, seconded by Trustee Spence, to reaffirm Comsewogue Public Library's Procurement Policy. Discussion followed. Approved unanimously,

MOTION by Trustee McCrary, seconded by Trustee Rossini, to adjourn the meeting at 6:13 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
JULY 21, 2020**

President Wendol called the meeting to order at 6:14 p.m.

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

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

MOTION by Trustee Wendol, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on June 16, 2020. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to accept the Director's Report dated July 2020. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to accept the Director's Annual Report 2019-2020. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Wendol, to accept the Personnel Report dated July 21, 2020. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to accept the Personnel Sick Leave Report - 2019. Discussion followed. Approved unanimously.

The Library Director reported that on June 9, 2020, the residents of Miller Place School District and Mount Sinai School District voted to continue the Library service contracts for 2020-2021.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to adopt the 2020-2021 Library Services Agreements between Comsewogue Public Library, Port Jefferson Free Library, Miller Place School District and Mount Sinai School District. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee Rossini, to accept the Financial Reports for the periods ending May 31, 2020, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to approve warrant 07/20/1, dated July 21, 2020, in the amount of \$82,215.89. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Spence, to approve warrant 07/20/2, dated July 21, 2020, in the amount of \$199,926.43. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to accept the payroll and payroll warrants for June 25, 2020 (\$119,454.26) and July 9, 2020 (\$125,284.61). Discussion followed. Approved unanimously.

There were no reports from standing committees.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to set the time and date for the Public Budget Hearing to be at 6:00 PM on September 8, 2020. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol seconded by Trustee Rossini, to approve the revision to the agreement and Motion from January 21, 2020 for the Belmont Stove to be sent on long-term loan to the Middle Island Schoolhouse in the Town's Bartlett Park on Middle Country Road. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve the resignation of Julianna Graziani (effective July 2, 2020) 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 Rossini, to adjourn the meeting at 6:51 p.m. Discussion followed. Approved unanimously.



Secretary, Board of Trustees