

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
MAY 18, 2021**

President DeStefano called the meeting to order at 6:04 p.m.

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

ABSENT WITH NOTIFICATION:
Trustee Rossini

President DeStefano conducted the Pledge of Allegiance.

MOTION by Trustee McCrary, seconded by Trustee Olson, to approve the minutes of the regular meeting held on April 20, 2021. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

The Director presented her Director's Report, including documents outlining the plan to follow CDC/NYS guidance relating to masking, effective May 19, 2021. The Library's Reopening Safety Plan will be updated to reflect this change. **MOTION** by Trustee Spence, seconded by Trustee McCrary, to accept the Director's Report dated May 2021. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the Personnel Report dated May 18, 2021. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee McCrary, seconded by Trustee Spence, to accept the Financial Reports for the periods ending March 31, 2021, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve warrant 5/21/1, dated May 18, 2021, in the amount of \$118,437.41. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the payroll and payroll warrants for April 29, 2021 (\$115,482.97) and May 13, 2021 (\$117,469.25). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to table discussion of the Boiler Replacement Project pending additional information. Discussion followed. Approved Unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to adopt the Comsewogue Public Library Equal Employment Opportunity Policy (previous title was "Anti-Discrimination Statement"). Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, authorizing the designation of \$500,000 as capital improvement funds and authorizing the transfer of same amount from the Library's general "savings" bank account to the Library's Capital Improvement bank account. This designation is to be used for the repair and improvements to the library building, equipment and grounds and the use of these funds shall be by board motion only. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Spence, authorizing the designation of \$200,000 as termination payment funds and authorizing the transfer of same amount from the Library's general "savings" bank account to the Library's Termination Payment (TERM PM) bank account. This designation is to be used for the funding of termination payments, such as compensated absences, state and/or local retirement incentives. Use of these funds shall be by board motion only. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to approve the medical/parental leave request of Catherine Spena, effective April 19, 2021, to October 3, 2021. The first twelve weeks of leave are pursuant to the Family Medical Leave Act (FMLA). 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 DeStefano, seconded by Trustee Olson, to adjourn the meeting at 7:11 p.m. Approved unanimously.



Secretary, Board of Trustees