

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 20, 2021

CALL TO ORDER by Chairperson Engelhardt at 6:04 p.m.

PRESENT: Trustee DeStefano
Trustee Olson
Trustee Spence
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee McCrary
Trustee Rossini

President DeStefano conducted the Pledge of Allegiance.

Library Director Engelhardt and Library District Treasurer Giaquinto will be administered the Oath of Office by a Notary Public on July 21, 2021. It is anticipated that Trustee McCrary will be administered the Oath of Office by the end of July.

MOTION by Trustee Spence, seconded by Trustee Olson, to nominate Corinne DeStefano as President of the Library Board for fiscal year 2021-2022. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to nominate Christopher McCrary as Vice President of the Library Board for fiscal year 2021-2022. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to nominate John Rossini as Secretary of the Library Board for fiscal year 2021-2022. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to nominate Kevin Spence as Fiscal Officer of the Library Board for fiscal year 2021-2022. Approved unanimously.

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

MOTION by Trustee Spence, seconded by Trustee Olson, to have the President cast the vote for the slate of officers. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2021-2022. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to appoint Joseph Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library District Treasurer for fiscal year 2021-2022. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to appoint Cullen & Danowski, LLP, an independent contractor, as the Library's independent external auditor for fiscal year 2021-2022. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to appoint Joseph Romeo and his firm of Industrial Coverage Corp., an independent contractor, as the Library's insurance agent for fiscal year 2021-2022. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, 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 2021-2022. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, Seconded by Trustee Spence, to appoint Debra Engelhardt, Library Director, as the Library's Record Access/Management Officer for fiscal year 2021-2022. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, Seconded by Trustee Spence, to appoint Debra Engelhardt, Library Director, as the Library's Sexual Harassment Prevention Compliance Officer for fiscal year 2021-2022. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, Seconded by Trustee Spence, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2021-2022 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee Olson, Seconded by Trustee Spence, to designate People's United Bank and/or First National Bank of Long Island and/or Flushing Bank as the official depositories for the Library's savings and checking accounts for fiscal year 2021-2022 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to set the bulk mailing account at \$3,100 and the postage meter account at \$700 for fiscal year 2021-2022. Approved unanimously.

MOTION by Trustee Olson, 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 2021-2022. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, that the signatories for the Library's savings and checking accounts for fiscal year 2021-2022 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.

MOTION by Trustee Olson, seconded by Trustee Spence, to adopt the Defense and Indemnification of Officer and Employees Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson seconded by Trustee Spence, to reaffirm Comsewogue Public Library's Code of Ethics. Discussion followed. Approved unanimously.

The Board reviewed the Open Meeting Law Statement.

MOTION by Trustee Olson, seconded by Trustee Spence, to adopt Comsewogue Public Library's Freedom of Information Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to reaffirm Comsewogue Public Library's By-Laws. Discussion followed. Approved unanimously. It was noted that the Library is in the process of amending the Library Charter with New York State and an amendment to the By-Laws will be presented for adoption upon completion.

MOTION by Trustee Olson, seconded by Trustee Spence, to reaffirm Comsewogue Public Library's Procurement Policy. Discussion followed. 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 Olson, seconded by Trustee Spence, 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 Olson, seconded by Trustee Spence, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

MOTION BY Trustee Olson, seconded by Trustee Spence, to set the mileage reimbursement rate in accordance with the current Internal Revenue Service-specified rate. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to adjourn the meeting at 6:15 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 20, 2021

President DeStefano called the meeting to order at 6:16 p.m.

PRESENT: Trustee DeStefano
Trustee Olson
Trustee Spence
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee McCrary
Trustee Rossini

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

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on June 15, 2021. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Director's Report dated July 2021. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated July 20, 2021. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee Spence, seconded by Trustee Olson, to approve warrant 7/21/1, dated July 20, 2021, in the amount of \$67,726.21. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve warrant 7/21/2, dated July 20, 2021, in the amount of \$211,007.06. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the payroll and payroll warrants for June 24, 2021 (\$106,965.38) and July 8, 2021 (\$116,778.70). Discussion followed. Approved unanimously.

There are no reports from standing committees.

WHEREAS, the Board of Trustees is proposing to replace an interior boiler within Comsewogue Public Library, located at 170 Terryville Road in the hamlet of Port Jefferson Station, Town of Brookhaven, New York (hereinafter the "proposed action"); and

WHEREAS, the Board of Trustees has retained VHB Engineering, Surveying, Landscape Architecture and Geology, P.C., to review the proposed action, the State Environmental Quality Review Act and its implementing regulations at 6 NYCRR Part 617, and to make a recommendation to the Board of Trustees as to the proper classification of the proposed action; and

WHEREAS, the proposed action at Comsewogue Public Library specifically includes the replacement of an existing boiler and associated equipment within the building; and

WHEREAS, pursuant to 6 NYCRR §§ 617.5(c)(1) and (2) of the implementing regulations of the State Environmental Quality Review Act, the "*maintenance or repair involving no substantial changes in an existing structure or facility,*" and "*replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings...*" are Type II actions;

THEREFORE, BE IT RESOLVED, that the Board of Trustees, as lead agency, after review of the action proposed at Comsewogue Public Library, 6 NYCRR §617.5, and the opinion provided by VHB Engineering, Surveying, Landscape Architecture and Geology, P.C., hereby determines that the proposed action is a Type II Action pursuant to 6 NYCRR §§ 617.5(c)(1) and (2) of the implementing regulations of the State Environmental Quality Review Act, and will, therefore, by definition, have no significant adverse impacts on the environment.

MOTION by Trustee Olson, seconded by Trustee Spence, to adopt the SEQRA Resolution – Type II Action. Discussion followed. Approved Unanimously.

RESOLVED, that the Comsewogue Public Library Board of Trustees authorizes proceeding with the Boiler Replacement Project, and further authorizes the use of funds designated as Capital Improvement Funds to facilitate implementation.

MOTION by Trustee Spence, seconded by Trustee Olson, to adopt the resolution to authorize proceeding with the Boiler Replacement Project, and further authorizing the use of funds designated as Capital Improvement Funds to facilitate implementation. Discussion followed. Approved Unanimously.

The Library is in the process of amending the Library Charter with New York State and is waiting for additional information from NYS to proceed.

MOTION by Trustee Olson, seconded by Trustee Spence, to adopt the Comsewogue Public Library Holiday Policy. Discussion followed. Approved unanimously.


MOTION by Trustee Olson, seconded by Trustee Spence, to adopt the revised Comsewogue Public Library Telecommuting Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the resignation of Patricia Grosso (effective July 3, 2021) 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 Olson, to adjourn the meeting at 7:13 P.M.
Approved unanimously.



Secretary, Board of Trustees