

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  
OCTOBER 18, 2016

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

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

ABSENT WITH NOTIFICATION:

GUEST: Joseph Romeo, Jr., Library Insurance Agent

ALSO PRESENT: Member of the public

President Meyer conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Wendol, to advance to section L-1 of the agenda (Review of Library Insurance). Discussion followed. Approved unanimously.

Joseph Romeo Jr., the Library's insurance agent, attended the meeting in order to review the Library's insurance coverage with the Library Board. Mr. Romeo departed after his presentation.

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

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to approve the minutes of the regular meeting held on September 20, 2016. Discussion followed. Approved unanimously.

The Board reviewed correspondence from New York Library Association (NYLA) requesting a donation to the NYLA Legal Defense Fund.

The Director presented her monthly report.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to accept the Director's Report dated October 2016. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to accept the Personnel Report dated October 18, 2016. Discussion followed. Approved unanimously.

Trustee Wendol reported that he attended the October 5<sup>th</sup> meeting of the Suffolk Cooperative Library System (SCLS) Board of Trustees. The SCLS Board adopted a Workplace Violence Policy.

A member of the public shared thoughts and ideas during the period of public expression.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the Financial Reports for the period ending August 31, 2016, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Meyer, seconded by Trustee Wendol, to approve warrant 10/16/1, dated October 18, 2016, in the amount of \$192,987.27. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Meyer, to accept the payroll and payroll warrants for September 22, 2016 (\$98,170.16) and October 6, 2016 (\$111,318.85). Discussion followed. Approved unanimously.

There were no reports from standing committees.

MOTION by Trustee Wendol, seconded by Trustee McCrary, that the NYS Library Construction Grant (\$108,457) awarded to Comsewogue Public Library and received by the Library be designated to the Capital Improvement Fund. The Board authorizes the transfer of \$108,457 from the General Fund to the Capital Improvement Fund. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to approve the resignations of Natasha Quaranto (effective October 4, 2016) and Christa Zaros (effective October 8, 2016) with thanks for services rendered. Discussion followed. Approved unanimously.

The Library Director and Board discussed the upcoming increase of minimum wage for New York State and its implications on the library's budget.

MOTION by Trustee Spence, seconded by Trustee McCrary to approve the Comsewogue Public Library Bereavement Leave Policy – Full Time Employees. 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 Meyer, seconded by Trustee Spence, to adjourn the meeting at 7:07 P.M. Approved unanimously.



Secretary, Board of Trustees