

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 17, 2018

The meeting was called to order by Chairperson Engelhardt at 6:01 P.M.

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

ABSENT WITH NOTIFICATION:
Trustee Rossini

ALSO PRESENT: A member of the public.

Chairperson Engelhardt conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee Wendol, to amend the agenda to add a Period of Public Expression. Discussion followed. Approved unanimously.

A member of the public spoke.

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

A notary public is expected to be scheduled to administer the Oath of Office to Trustee Spence, Library Director Engelhardt, Library District Treasurer Joseph Giaquinto and Deputy Library District Treasurer Dean Giaquinto on July 18, 2018. Appropriate documentation will be completed and filed with Suffolk County, as required.

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 2018-2019. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to nominate Edward Wendol as Vice President of the Library Board for fiscal year 2018-2019. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Wendol, to nominate Corinne DeStefano as Secretary of the Library Board for fiscal year 2018-2019. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Spence, to nominate Christopher McCrary as Fiscal Officer of the Library Board for fiscal year 2018-2019. 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 Spence, to have the Secretary cast the vote for the slate of officers. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2018-2019. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to appoint Joseph Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library District Treasurer for fiscal year 2018-2019. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Wendol, to appoint Dean Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Deputy Library District Treasurer for fiscal year 2018-2019. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to appoint Cullen & Danowski, LLP, an independent contractor, as the Library's independent external auditor for fiscal year 2018-2019. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary to appoint Joseph Romeo and his firm of Industrial Coverage Corp., an independent contractor, as the Library's insurance agent for fiscal year 2018-2019. 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 2018-2019. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2018-2019 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Spence, 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 2018-2019 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to set the bulk mailing account at \$2,700 and the postage meter account at \$700 for fiscal year 2018-2019. Approved unanimously.

MOTION by Trustee Spence, 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 2018-2019. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, that the signatories for the Library's savings and checking accounts for fiscal year 2018-19 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 Spence, seconded by Trustee McCrary, 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 DeStefano, seconded by Trustee Spence, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

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

MOTION by Trustee Spence, seconded by Trustee Wendol, to adjourn the meeting at 6:30 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 17, 2018

President Spence called the meeting to order at 6:31 P.M.

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

ABSENT WITH NOTIFICATION:
Trustee Rossini

ALSO PRESENT: Member of the Public

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

MOTION by Trustee Wendol, seconded by Trustee McCrary, to approve the minutes of the regular meeting held on June 19, 2018. Discussion followed. Approved unanimously.

There was no correspondence for the Library Board.

The Director presented her monthly report.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the Director's Report dated July 2018. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to table the presentation of the Director's Annual 2017/2018 Report for the next meeting. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Wendol, to accept the Personnel Report dated July 17, 2018. Discussion followed. Approved unanimously.

Trustee Wendol reported that the next meeting of the Suffolk Cooperative Library System (SCLS) Board of Trustees is on July 18, 2018.

It is noted by the Board that a member of the public spoke during the period of public expression.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to accept the Financial Reports for the period ending May 31, 2018, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to approve warrant 7/18/1, dated July 17, 2018, in the amount of \$42,349.89. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to approve warrant 7/18/2, dated July 17, 2018, in the amount of \$176,170.06. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Spence, to accept the payroll and payroll warrants for June 28, 2018 (\$108,921.25) and July 12, 2018 (\$121,424.27). Discussion followed. Approved unanimously.

There were no reports from standing committees.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to approve the Comsewogue Public Library Contest Eligibility and Procedures 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 Spence, seconded by Trustee Wendol, to enter into Executive Session to discuss matters relating to contracting with a particular corporation. Discussion followed. Approved unanimously.

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

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to adjourn the meeting at 7:21 P.M. Approved unanimously.


Secretary, Board of Trustees