

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
MARCH 16, 2021

Trustee McCrary called the meeting to order at 6:01 p.m.

PRESENT: Trustee DeStefano (arrived 6:06 pm)                      ABSENT WITH NOTIFICATION:  
Trustee McCrary  
Trustee Olson  
Trustee Rossini  
Trustee Spence  
Director Engelhardt

Trustee McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Rossini, seconded by Trustee Spence, to approve the minutes of the regular meeting held on February 16, 2021. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Rossini, seconded by Trustee DeStefano to accept the Director's Report dated March 2021. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee Rossini, seconded by Trustee McCrary, to approve warrant 3/21/1, dated March 16, 2021, in the amount of \$273,384.67. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the payroll and payroll warrants for February 18, 2021 (\$116,534.37) and March 4, 2021 (\$115,054.74). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to appoint the following as election workers for the 2021/22 Budget Vote and Trustee Election on April 6, 2021:

|   |   |
|---|---|
| Donna Gleaves (Head Teller) at \$14.80/hr | Mary Claesen (Teller) at \$14.30/hr       |
| Donald Gleaves (Teller) at \$14.30/hr     | Eileen Malpartida (Teller) at \$14.30/hr. |

Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to accept the 2020 NYS Annual Report for Public and Association Libraries as reviewed by the Board. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to adopt the Comsewogue Public Library's revised Collection Development Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to adopt the Comsewogue Public Library's Confidentiality of Library Records Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee McCrary, to adopt the Comsewogue Public Library's revised Library Membership and Circulation Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to adopt the Comsewogue Public Library's revised Procurement Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to reaffirm the Comsewogue Public Library's Email Acceptable Use Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to reaffirm the Comsewogue Public Library's Information Security Breach Notification Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to reaffirm the Comsewogue Public Library's Unattended Children Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to reaffirm the Comsewogue Public Library's Unattended Vulnerable Adult Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to reaffirm the Comsewogue Public Library's Whistleblower Policy (formerly Disclosure of Wrongful Conduct "Whistleblower" Policy). Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to reaffirm the Comsewogue Public Library's Worker's Compensation 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 Rossini, seconded by Trustee Spence, to adjourn the meeting at 6:58 p.m. Approved unanimously.

  
Secretary, Board of Trustees