

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 19, 2016

The meeting was called to order by Chairperson Engelhardt at 6:15 P.M.

PRESENT:

Trustee DeStefano
Trustee McCrary
Trustee Spence
Trustee Wendol
Director Engelhardt

ABSENT WITH NOTIFICATION:

Trustee Meyer

Chairperson Engelhardt conducted the Pledge of Allegiance.

Trustee Spence (a notary public) administered the Oath of Office to Trustee McCrary and appropriate documentation was completed.

The Chair called for nominations for President, Vice President, Secretary and Fiscal Officer.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to nominate Richard Meyer as President of the Library Board for fiscal year 2016-2017. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Wendol, to nominate Kevin Spence as Vice President of the Library Board for fiscal year 2016-2017. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to nominate Edward Wendol as Secretary of the Library Board for fiscal year 2016-2017. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Spence, to nominate Corinne DeStefano as Fiscal Officer of the Library Board for fiscal year 2016-2017. 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 DeStefano, 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 2016-2017. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Wendol, to appoint Joseph Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library District Treasurer for fiscal year 2016-2017. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Spence, to appoint Dean Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Deputy Library District Treasurer for fiscal year 2016-2017. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to appoint Cullen & Danowski, LLP, an independent contractor, as the Library's independent external auditor for fiscal year 2016-2017. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Wendol, 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 2016-2017. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, 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 2016-2017. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2016-2017 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Spence, to designate Capital One Bank and/or First National Bank of Long Island as the official depositories for the Library's savings and checking accounts for fiscal year 2016-2017. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to set the bulk mailing account at \$2,700 and the postage meter account at \$700 for fiscal year 2016-2017. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Wendol, 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 2016-2017. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Spence, that the signatories for the Library's savings and checking accounts are: President Richard Meyer, Fiscal Officer Corinne DeStefano, 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 Wendol, 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 McCrary, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to adjourn the meeting at 6:27 P.M. Approved unanimously.

A handwritten signature in blue ink that reads "Edward C. Wendol". The signature is written in a cursive style with a horizontal line underneath the name.

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 19, 2016

Trustee Wendol called the meeting to order at 6:27 P.M.

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

ABSENT WITH NOTIFICATION:
Trustee Meyer

GUESTS: John Tanzi, Library's Architect

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

MOTION by Trustee DeStefano, seconded by Trustee Spence, to approve the minutes of the regular meeting held on June 21, 2016. Discussion followed. Approved unanimously.

There was no correspondence for the Library Board.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to advance to section L-1 of the agenda (Facilities Report Update). Discussion followed. Approved unanimously.

John Tanzi reviewed the updated Facilities Report. Mr. Tanzi left after his presentation and discussion with the Board.

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

The Director presented her monthly report.

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

MOTION by Trustee DeStefano, seconded by Trustee Spence, to accept the Personnel Report dated July 19, 2016. Discussion followed. Approved unanimously.

Trustee Wendol reported that the July meeting of Suffolk Cooperative Library System (SCLS) Board of Trustees was cancelled. The next meeting is scheduled for September 7th.

There were no questions or statements from the public.

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

MOTION by Trustee Wendol, seconded by Trustee McCrary, to approve warrant 7/16/1, dated July 19, 2016, in the amount of \$59,038.02. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to approve warrant 7/16/2, dated July 19, 2016, in the amount of \$151,336.22. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the payroll and payroll warrants for June 16, 2016 (\$95,843.34), June 30, 2016 (\$101,662.21) and July 14, 2016 (\$113,040.90). Discussion followed. Approved unanimously.

There were no reports from standing committees.

The discussion regarding the Employee Dress Policy was tabled for a future meeting.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to approve the termination of Robert Hartnagel (effective July 13, 2016) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the budget transfers in the amount of \$84,000.00 for fiscal year 2016-2017, as detailed on the attached. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, that Debra Engelhardt and Audrey Asaro attend the Annual Conference of the New York Library Association, November 2 – 5, 2016, Saratoga Springs, New York, cost for two attendees' registration, transportation, lodging and meals not to exceed \$2,400. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the disposal of the obsolete or damaged beyond repair equipment in accordance with the attached. 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 McCrary, to adjourn the meeting at 8:50 P.M. Approved unanimously.



Secretary, Board of Trustees