

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
SEPTEMBER 15, 2015

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

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

ABSENT WITH NOTIFICATION:

GUESTS: Joseph Romeo, Sr. and Joseph Romeo, Jr., Library Insurance Agents
John Tanzi, Library's Architect

Trustee Wendol conducted the Pledge of Allegiance.

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

Joseph Romeo Sr. and Joseph Romeo Jr., the Library's insurance agents, attended the meeting in order to review the Library's insurance coverage with the Library Board. The Romeos departed after their presentation.

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

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to advance to section K-1 of the agenda (Parking Lot Repair Project). Discussion followed. Approved unanimously.

John Tanzi, of John Tanzi Architects, attended the meeting in order to review the Library's Parking Lot Repair Project with the Library Board. Mr. Tanzi departed after his presentation and discussion with the Board.

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

MOTION by Trustee Meyer, seconded by Trustee Gordon, to approve the minutes of the regular meeting held on August 18, 2015. Discussion followed. Approved unanimously.

There was no correspondence for the Library Board.

The Director presented her monthly report.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to accept the Director's Report dated September 2015. Discussion followed. Approved unanimously.

MOTION by Trustee Meyer, seconded by Trustee Spence, to accept the Personnel Report dated September 15, 2015. Discussion followed. Approved unanimously.

Trustee Wendol reported that the Proposed Suffolk Cooperative Library System (SCLS) Budget will be presented to the Directors this fall. He also reported that the SCLS Caucus will be held at Comsewogue Public Library in October.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Gordon, to accept the Financial Reports for the period ending July 31, 2015, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Spence, to approve warrant 9/15/1, dated September 15, 2015, in the amount of \$214,459.41. Discussion followed. Approved unanimously.

MOTION by Trustee Gordon, seconded by Trustee Meyer, to accept the payroll and payroll warrants for August 27, 2015, (\$135,267.66) and September 10, 2015 (\$108,008.37). Discussion followed. Approved unanimously.

There were no reports from standing committees.

MOTION by Trustee Gordon, seconded by Trustee Wendol, to award the contract for the Parking Lot Repair Project to Pioneer Landscaping & Asphalt Inc., the qualified low bidder, for the Base Bid amount of \$123,900, plus Add Alternate #1 amount of \$17,700, plus Add Alternate #2 amount of \$14,600, plus Add Alternate #3 amount of \$7,500 for a total contract amount of \$163,700, as per the recommendation of John Tanzi, Architect. This project is to be funded by the Capital Improvement Fund assignment and will increase the 2015-2016 operating budget by the same amount. Discussion followed. Approved unanimously.

Director Engelhardt reported that construction observation by John Tanzi for the Parking Lot Repair Project will not exceed ten hours.

The development of the property directly to the east of the library was discussed. Based on available information regarding the project, at this time, the Board is not taking a position. The Board does not currently see evidence of the project's negatively impacting the public's use of the Library. The Board will continue to monitor the project toward ascertaining its impact on the public's use of the Library.

MOTION by Trustee Gordon, seconded by Trustee Meyer, to authorize the Library Director to obtain a Cyber Liability and Data Security Policy for Comsewogue Public Library, as presented by the Library's Insurance Agents. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the resignations of Alexandria Hiam (effective August 21, 2015), Michael Ducker (effective August 28, 2015) and Joanne Piombino-Browning (effective September 4, 2015) with thanks for services rendered. Discussion followed. Approved unanimously.

The Library Board reviewed the dates of upcoming regular board meetings and the schedule of Audit of Claims by Trustee.

There were no questions or statements from the public.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, to adjourn the meeting at 7:37 P.M. Approved unanimously.



Secretary, Board of Trustee