

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 18, 2018

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

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

ABSENT WITH NOTIFICATION:

President Spence conducted the Pledge of Allegiance.

MOTION by Trustee Wendol, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on August 21, 2018. Discussion followed. Approved unanimously.

The Library Board reviewed correspondence from Suffolk Cooperative Library System.

The Director presented her monthly report.

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

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to accept the Personnel Report dated September 18, 2018. Discussion followed. Approved unanimously.

Trustee Wendol reported that he attended the Suffolk Cooperative Library System (SCLS) Board of Trustees meeting and that he presented an update of the Comsewogue Library construction projects. SCLS presented a general overview of the 2019 SCLS budget at the meeting. Trustee Wendol also reported on the upcoming Suffolk County Legislative Breakfast on September 21<sup>st</sup> and the Annual PAC event on September 27<sup>th</sup>. He also reported on a recent email scam attempt associated with NYLA (New York Library Association).

There were no questions or statements from the public.

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

MOTION by Trustee McCrary, seconded by Trustee Rossini to approve warrant 9/18/1, dated September 18, 2018, in the amount of \$148,347.36. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for August 23, 2018 (\$114,244.17) and September 6, 2018 (\$122,940.26). Discussion followed. Approved unanimously.

There were no reports from standing committees.

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve appointment of Shannon Harrison as full-time Library clerk, \$1,316 bi-weekly, effective September 17, 2018. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Wendol, to approve the resignations of Kimberly Ihne, Adam Braun and Matthew Moran (effective August 31, 2018), with thanks for services rendered. Discussion followed. Approved unanimously.

**RESOLUTION AUTHORIZING THE COMSEWOGUE PUBLIC LIBRARY BOARD OF TRUSTEES TO JOIN THE COUNTY-WIDE SHARED SERVICES INITIATIVE AND EXECUTE THE SUFFOLKSHARE INTERMUNICIPAL COOPERATION AGREEMENT**

**WHEREAS**, in accordance with the County-wide shared services property tax savings law adopted by New York State, representatives of the County, Towns, Villages and Districts within the County of Suffolk approved a plan for shared, coordinated and efficient services (the “Shared Services Plan”); and

**WHEREAS**, participating Towns, Villages and Districts within the County wish to create, in accordance with applicable New York Law, SuffolkShare, a cooperative organization to serve its members by pursuing options including, but not limited to operating and maintaining a regional procurement system, assisting its members in compliance with state bidding requirements, identifying qualified vendors of commodities, goods and services, facilitating the sharing of services and providing a platform to share information and facilitate discussions between members, all in an effort to realize potential economies, including administrative cost savings for SuffolkShare members; and

**WHEREAS**, Article 5-G of the General Municipal Law authorizes municipal entities to join together for the provision of municipal services for the performance among themselves or one for the other of their respective functions, powers and duties on a cooperative basis; now therefore be it

**RESOLVED**, that the LIBRARY, be and hereby is authorized to enter into all shared services activities and programs in the Suffolk County shared services initiative.

MOTION by Trustee Wendol, seconded by Trustee Rossini, to approve the County-Wide Shared Services Initiative Resolution. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve the Comsewogue Public Library Investment Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to approve the Comsewogue Public Library Network User Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve the Comsewogue Public Library Petty Cash Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee DeStefano, that the Library Board of Trustees has read and duly adopts the NYS Application for a Public Library Construction Grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12. 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 7:14 P.M. Approved unanimously.

  
Secretary, Board of Trustees