

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  
NOVEMBER 20, 2018

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

PRESENT:

Trustee McCrary  
Trustee Spence  
Trustee Wendol  
Director Engelhardt

ABSENT WITH NOTIFICATION:

Trustee DeStefano  
Trustee Rossini

ALSO PRESENT: Library Auditor Donald Hoffmann, Cullen & Danowski, LLP

President Spence conducted the Pledge of Allegiance.

MOTION by Trustee McCrary, seconded by Trustee Wendol, to advance to section L-1 of the agenda (Annual Financial Statement & Audit 2017/18 - Presentation). Discussion followed. Approved unanimously.

Mr. Hoffmann, Library Auditor, left after his presentation and discussion with the Board.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to accept the Annual Financial Statement and Audit as prepared and presented by Donald Hoffmann, CPA of Cullen & Danowski, LLP, for fiscal year ending June 30, 2018. Discussion followed. Approved unanimously.

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

MOTION by Trustee McCrary, seconded by Trustee Wendol, to approve the minutes of the regular meeting held on October 16, 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 Wendol, to accept the Director's Report dated November 2018. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to accept the Personnel Report dated November 20, 2018. Discussion followed. Approved unanimously.

Trustee Wendol was unable to attend the meeting of the Suffolk Cooperative Library System (SCLS) Board of Trustees.

There were no questions or statements from the public.

MOTION by Trustee McCrary, seconded by Trustee Wendol, to accept the Financial Reports for the period ending September 30, 2018, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to approve warrant 11/18/1, dated November 20, 2018, in the amount of \$1,190,675.10. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Wendol, to accept the payroll and payroll warrants for October 18, 2018 (\$106,878.69), November 1, 2018 (\$114,921.82) and November 15, 2018 (\$109,507.43). Discussion followed. Approved unanimously.

There were no reports from standing committees.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to approve the Comsewogue Public Library Wireless Acceptable Use Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to table the review and discussion of the revised the Comsewogue Public Library Health/Dental/Vision Benefits & Retirement Benefits Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to approve the resignation of Liana Coletti (effective November 7, 2018) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Wendol, to approve the medical/parental leave request of Catherine Spina, effective November 2, 2018, to June 23, 2019. The first twelve weeks of leave are pursuant to the Family Medical Leave Act (FMLA). Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Wendol, to approve the revised Comsewogue Public Library Backup Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to approve the revised Comsewogue Public Library Conference, Meeting, Training and Travel Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Wendol, to approve the revised Comsewogue Public Library Credit Card Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to approve the Comsewogue Public Library Disaster Plan for Computer and Data Recovery. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Wendol, to approve the revised Comsewogue Public Library Vacation Policy ~ Full-Time Staff Members. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Wendol, to approve the proposed 2019 Budget of the Suffolk Cooperative Library System, dated November 5, 2018 and approved by SCLS Board of Trustees. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to cast the votes to elect a trustee to represent Town of Brookhaven on the SCLS board. 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 McCrary, seconded by Trustee Wendol, to adjourn the meeting at 7:15 P.M. Approved unanimously.

C De Stefano  
Secretary, Board of Trustees