

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 16, 2019

The meeting was called to order by Chairperson Engelhardt at 6:00 P.M.

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

ABSENT WITH NOTIFICATION:
Trustee Wendol

Chairperson Engelhardt conducted the Pledge of Allegiance.

Trustee Spence, a notary public, administered the Oath of Office to Trustee Rossini and Library Director Engelhardt and will administer the Oath to Library District Treasurer Giaquinto on July 17, 2019. Appropriate documentation will be completed and filed with Suffolk County, as required.

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

MOTION by Trustee McCrary, seconded by Trustee Rossini, to nominate Edward Wendol as President of the Library Board for fiscal year 2019-2020. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to nominate Corinne DeStefano as Vice President of the Library Board for fiscal year 2019-2020. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to nominate Christopher McCrary as Secretary of the Library Board for fiscal year 2019-2020. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to nominate John Rossini as Fiscal Officer of the Library Board for fiscal year 2019-2020. Approved unanimously.

There being no other nominations the Chair called for a vote on the slate of officers.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to have the Secretary cast the vote for the slate of officers. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2019-2020. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to appoint Joseph Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library

District Treasurer for fiscal year 2019-2020. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to appoint Cullen & Danowski, LLP, an independent contractor, as the Library's independent external auditor for fiscal year 2019-2020. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee McCrary, 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 2019-2020. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to designate the Port Times Record and Newsday (as needed) as the official newspapers for publication of legal notices for fiscal year 2019-2020. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2019-2020 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to designate Capital One Bank and/or First National Bank of Long Island and/or Empire National Bank and/or People's United Bank as the official depositories for the Library's savings and checking accounts for fiscal year 2019-2020 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to set the bulk mailing account at \$2,700 and the postage meter account at \$700 for fiscal year 2019-2020. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, 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 2019-2020. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, that the signatories for the Library's savings and checking accounts for fiscal year 2019-20 are Board President Edward Wendol, Fiscal Officer John Rossini, Library Director Debra L. Engelhardt and Library District Treasurer Joseph 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 DeStefano, seconded by Trustee Rossini, 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 McCrary, seconded by Trustee Rossini, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to reaffirm Comsewogue Public Library's current By-Laws. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to adjourn the meeting at 6:10 P.M. Approved unanimously.


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 16, 2019

Vice President DeStefano called the meeting to order at 6:11 P.M.

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

ABSENT WITH NOTIFICATION:
Trustee Wendol

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

MOTION by Trustee Rossini, seconded by Trustee Spence, to approve the minutes of the regular meeting held on June 18 2019. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

The Director presented her monthly report.

MOTION by Trustee Rossini, seconded by Trustee Spence, to accept the Director's Report dated July 2019. Discussion followed. Approved unanimously.

The Director will present the Director's Annual 2018/2019 Report at the next meeting.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the Personnel Report dated July 16, 2019. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Spence, to accept the Financial Reports for the period ending May 31, 2019, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to approve warrant 7/19/1, dated July 16, 2019, in the amount of \$47,281.64. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve warrant 7/19/2, dated July 16, 2019, in the amount of \$191,132.31. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to accept the payroll and payroll warrants for June 27, 2019 (\$108,465.40) and July 11, 2019 (\$118,022.26). Discussion followed. Approved unanimously.

There were no reports from standing committees.

MOTION by Trustee Rossini, seconded by Trustee Spence, to table the discussion regarding the revised policy “Comsewogue Public Library Health/Dental/Vision Benefits & Retirement Benefits. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to approve the resignation of Richard Rusin (effective June 4, 2019) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to approve the termination of Janet Giordano (effective June 28, 2019) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve the Trane BMS (Building Management System) Upgrade project, at a cost not to exceed \$50,000, to be funded through the Capital Improvement Fund and increase the appropriate budget line and the 2019-2020 operating budget by the same amount. 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 Rossini, to adjourn the meeting at 7:08 P.M. Approved unanimously.


Secretary, Board of Trustees