

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
DECEMBER 17, 2019

President Wendol called the meeting to order at 6:01 P.M.

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

ABSENT WITH NOTIFICATION:

President Wendol conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve the minutes of the regular meeting held on November 19, 2019. Discussion followed. Approved unanimously.

There was no correspondence for the Library Board.

The Director presented her monthly report.

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

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to remove overdue fines on all materials with the exception of materials classified as "New DVD" and "Other Things Lending". Discussion followed. Approved - all in favor 4; all opposed 1.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to accept the Personnel Report dated December 17, 2019. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve warrant 12/19/1, dated December 17, 2019, in the amount of \$204,267.09. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for November 14, 2019 (\$117,537.85), November 27, 2019 (\$115,181.05) and December 12, 2019 (\$122,920.10). Discussion followed. Approved unanimously.

There were no reports from standing committees.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to set the date and time of the Library Budget Vote and Trustee Election as Tuesday, April 7, 2020, from 9:30 AM to 9:00 PM. Discussion followed. Approved unanimously.

MOTION by DeStefano seconded by Trustee Spence, to approve the parental leave of absence request of Lisa Randall, effective December 6, 2019 to February 29, 2020. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to approve the Comsewogue Public Library Credit/Debit Card Acceptance Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to adopt the 2020 FT Retirement Incentive and PT Voluntary Separation Incentive Programs, as presented by the Director, and authorized it be communicated to eligible employees. Payments for the 2020 FT Retirement Incentive will be in the form of a non-elective employer contribution to the employee's 403(b) account, up to the maximum allowed limit. Any amount above the maximum allowed limit will be paid in the employee's paycheck. If an employee does not have a 403(b) account, one will be established for them. Payments for the 2020 PT Voluntary Separation Incentive will be paid in the employee's paycheck. 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 DeStefano, seconded by Trustee Rossini, to adjourn the meeting at 7:11 P.M. Approved unanimously.


Secretary, Board of Trustees