

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
HELD BY TELECONFERENCE ON  
MAY 19, 2020

Note: The Board of Trustees meeting was held by teleconference due to the NYS 100% workforce reduction mandate because of COVID-19.

President Wendol called the meeting to order at 6:03 p.m.

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

President Wendol conducted the Pledge of Allegiance.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to approve the minutes of the regular meeting held on April 21, 2020. Discussion followed. Approved unanimously.

The Library Board reviewed and discussed the correspondence received.

MOTION by Trustee Wendol, seconded by Trustee Rossini, to direct the Library Director to correspond with the Brookhaven Town Zoning Board regarding the Jeep Dealership. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to accept the Director's Report dated May 2020. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the Financial Reports for the periods ending February 29, 2020 and March 31, 2020, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to approve warrant 05/20/1, dated May 19, 2020, in the amount of \$117,249.54. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to accept the payroll and payroll warrants for April 30, 2020 (\$120,828.45) and May 14, 2020 (\$119,270.54). Discussion followed. Approved unanimously.

There are no reports from standing committees

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to set the rescheduled date of the 2020/2021 Budget Vote and Trustee Election as September 15, 2020, pursuant to NYS Executive Order 202.26. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, that pursuant to the July 16, 2019 Board Motion authorizing the Trane BMS Upgrade Project, the Board authorizes the 2019/2020 increase to the operating budget in the amount of \$47,081.03 in the (4439) *Equipment & Building Maintenance* budget line. The Board also authorizes the transfer of \$47,081.03 from the Capital Improvement Fund account to the general operating account. Discussion followed. Approved unanimously.

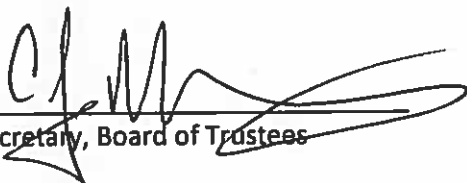
MOTION by Trustee Spence, seconded by Trustee Rossini, that pursuant to the August 20, 2019 Board Motion authorizing the Waterproofing South Wall Project and the October 15, 2019 and November 19, 2019 Board Motions authorizing project change orders, the Board authorizes the 2019/2020 increase to the operating budget in the amount of \$35,378.00 in the (4439) *Equipment & Building Maintenance* budget line. The Board also authorizes the transfer of \$35,378.00 from the Capital Improvement Fund account to the general operating account. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to approve budget transfers in the amount of \$46,000.00 for fiscal year 2019-2020, as detailed on the attached. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve the following amendment to the FT Vacation Policy due to the Pandemic: *Full-time employees may roll over up to five days of vacation leave, to be used during 2021.* Discussion followed. Approved unanimously.

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

MOTION by Trustee Spence, seconded by Trustee Rossini, to adjourn the meeting at 7:01 p.m. Discussion followed. Approved unanimously.



Secretary, Board of Trustees