

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JUNE 16, 2020

President Wendol called the meeting to order at 6:04 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 May 19, 2020. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

Also discussed were local school districts' votes and the Library's reopening.

MOTION by Trustee McCrary, seconded by Trustee Spence, to accept the Personnel Report dated June 16, 2020. Discussion followed. Approved unanimously.

The Director reported that the residents of Miller Place School District and Mount Sinai School District are voting on the propositions to continue library services for 2020-2021. The voting is being held June 9, 2020, with the school districts' annual budget votes by absentee ballots. Absentee Ballots are being accepted thru June 16, 2020.

RESOLVED, that the Library Board, upon the passing of the Miller Place School District and/or Mount Sinai School District proposition(s) for continued library services for 2020-2021, authorizes Library Board President Wendol to execute the corresponding Library Services Agreement(s), to be formally adopted by the Board of Trustees at its July meeting.

MOTION by Trustee Spence, seconded by Trustee McCrary, to accept the Library Services Resolution. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the Financial Reports for the periods ending April 30, 2020, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to approve warrant 06/20/1, dated June 16, 2020, in the amount of \$127,787.17. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to accept the payroll and payroll warrants for May 28, 2020 (\$120,305.48) and June 11, 2020 (\$115,563.10). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the Letters of Intent to Retire, under the provisions previously approved for the 2020 Retirement Incentive, for the following employees:

| <u>Effective/Retirement Date</u> | <u>Employee</u> |
|----------------------------------|----------------------------------|
| October 31, 2020 | Maria Iovino and Joan Popielaski |
| December 30, 2020 | Donna Denner |
| December 31, 2020 | Elizabeth Washburn |

The Board offers its thanks for the many years of dedicated service. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to accept the Notice of Intent to Resign, under the provisions previously approved for the 2020 Voluntary Separation Incentive, for Corinne Hofmann, effective October 1, 2020. The Board offers its thanks for the many years of dedicated service. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve the Comsewogue Public Library Covid-19 Reopening Safety Plan. Discussion followed. Approved unanimously.

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

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the 2019 NYS Annual Report for Public and Association Libraries as reviewed by the Board. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to accept the budget transfers in the amount of \$28,500.00 for fiscal year 2019-2020, as detailed on the attachment. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve the resignation of Elizabeth Klein, (effective April 1, 2020) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to approve the parental leave request of Brooke Robitsek, effective March 23, 2020 to May 10, 2020 and to approve her return from leave, effective May 11, 2020. Discussion followed. Approved unanimously.

The Library Board reviewed the dates of upcoming regular board meetings and schedule of Audit of Claims by Trustee. The date of the organizational meeting of the Comsewogue Public Library Board of Trustees is scheduled for July 21, 2020, at 6:00 P.M., followed by the regular Board meeting.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to adjourn the meeting at 7:10 p.m.
Discussion followed. Approved unanimously.



Secretary, Board of Trustees