

MINUTES OF THE BUDGET INFORMATION HEARING
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
HELD AT THE LIBRARY ON
SEPTEMBER 8, 2020

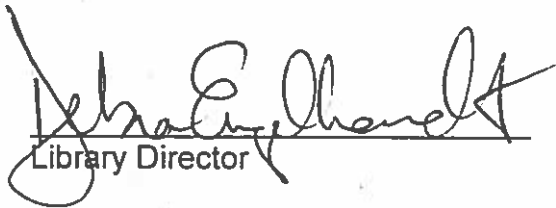
Library Director Engelhardt called the meeting to order at 6pm.

PRESENT: Library Director Engelhardt

Library Director Engelhardt conducted Pledge of Allegiance.

The Library Director was present to give a presentation of the 2020-2021 proposed budget. The Library Director was alone in attendance and therefore, received no statements or questions from the public.

The meeting was adjourned at 6.30pm.


Library Director

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
SEPTEMBER 15, 2020

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

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

ABSENT WITH NOTIFICATION:
Trustee Spence

ALSO PRESENT: A member of the public.

President DeStefano conducted the Pledge of Allegiance.

MOTION by Trustee Wendol, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on August 18, 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 September 2020. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to accept the Personnel Report dated September 15, 2020. Discussion followed. Approved unanimously.

A member of the public spoke.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to accept the Financial Reports for the periods ending July 31, 2020, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Wendol, seconded by Trustee Rossini, to approve warrant 09/20/1, dated September 15, 2020, in the amount of \$211,710.71. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to accept the payroll and payroll warrants for August 20, 2020 (\$122,093.21) and September 3, 2020 (\$126,996.47). Discussion followed. Approved unanimously.

There were no reports from standing committees.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to appoint the following additional election workers for the 2020/21 Budget Vote and Trustee Election on September 15, 2020:

Mary Claesen (teller) at \$13.50/hr.

Eileen Malpartida (teller) at \$13.50/hr.

Discussion followed. Approved unanimously.

RESOLVED, By the Board of Trustees of the Comsewogue Public Library that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

MOTION by Trustee Wendol, seconded by Trustee Rossini, to adopt the Resolution for Retention and Disposition Schedule of New York Local Governments (LGS-1). Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve the revised Comsewogue Public Library Fund Balance and Classifications Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to approve the resignation of Linda Egbert (effective August 31, 2020) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to approve the parental leave of absence of Natalie Metcalf, effective August 21, 2020 to November 13, 2020. Discussion followed. Approved unanimously.

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

Trustee Wendol read his letter of resignation from the Library's Board of Trustees, effective September 16, 2020.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to accept the resignation of Edward C. Wendol from the Board of Trustees (effective September 16, 2020) with thanks for his years of service. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Wendol, to adjourn the meeting at 6:44 p.m. Approved unanimously.



Secretary, Board of Trustees