

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
OCTOBER 20, 2020**

President DeStefano called the meeting to order at 6:00 p.m.

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

**ABSENT WITH NOTIFICATION:**

**GUEST:** Library Auditor Donald Hoffmann, Cullen & Danowski, LLP

President DeStefano conducted the Pledge of Allegiance.

**MOTION** by Trustee Rossini, seconded by Trustee Spence, to advance to section L-1 of the agenda (Annual Financial Statement & Audit 2019/20 – Presentation). Discussion followed. Approved unanimously.

Library Auditor Hoffmann left after his presentation and discussion with the Board.

**MOTION** by Trustee Rossini, seconded by Trustee Spence, to accept the Annual Financial Statement and Audit as prepared and presented by Donald Hoffmann, CPA of Cullen & Danowski, LLP, for fiscal year ending June 30, 2020. Discussion followed. Approved unanimously.

**MOTION** by Trustee Spence, seconded by Trustee McCrary, to return to the regular order of the agenda. Discussion followed. Approved unanimously.

**MOTION** by Trustee Rossini, seconded by Trustee DeStefano, to approve the minutes of the regular meeting held on September 15, 2020. Discussion followed. Approved unanimously.

The Board reviewed correspondence received. No action required.

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

**MOTION** by Trustee Rossini, seconded by Trustee DeStefano, to accept the Personnel Report dated October 20, 2020. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to accept the Minutes of the Budget Information Hearing held on September 8, 2020. 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 August 31, 2020, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to approve warrant 10/20/1, dated October 20, 2020, in the amount of \$175,798.77. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for September 17, 2020 (\$117,306.35), October 1, 2020 (\$116,406.59) and October 15, 2020 (\$139,882.04). Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to appoint Trustee McCrary the Personnel Committee, filling the vacancy caused by the resignation of Edward Wendol. Discussion followed. Approved unanimously.

The Board reviewed the results of the Library Budget Vote and Trustee Election for 2020-2021. The results were as follows:

<i>Adoption of the 2020-2021 Annual Library Budget</i>						
Yes –	133	No –	24	Blank - 0	Total – 157	
<i>Annual Election of Library Board Trustee – Corinne DeStefano</i>						
Yes –	143	Write-in –	6	Void – 2	Blank – 6	Total – 157

MOTION by Trustee DeStefano, seconded by Trustee McCrary, 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 an increase to the operating budget in the amount of \$6,596.00 in the (4439) *Equipment & Building Maintenance* budget line. The Board also authorizes the transfer of \$6,596.00 from the Capital Improvement Fund account to the general operating account. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to approve the revised Comsewogue Public Library Capital Assets Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve the revised Comsewogue Public Library Workplace Violence Policy. Discussion followed. Approved unanimously.


MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve the change of hours open to the public on the Wednesday preceding Thanksgiving to 9:30am to 5pm. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve the resignations of Jessica Giannetti (effective September 19, 2020), Corinne Hofmann (effective October 1, 2020) and Phoenix Williams (effective October 10, 2020) with thanks for services rendered. 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 Rossini, seconded by Trustee McCrary, to adjourn the meeting at 7:38 p.m. Approved unanimously.

  
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Secretary, Board of Trustees