

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
DECEMBER 21, 2021**

President DeStefano called the meeting to order at 6:02 p.m.

**PRESENT:** Trustee DeStefano  
Trustee Olson  
Trustee Spence  
Director Engelhardt

**ABSENT WITH NOTIFICATION:**  
Trustee Rossini  
Trustee McCrary

**ALSO PRESENT:** A member of the public.

President DeStefano conducted the Pledge of Allegiance.

**MOTION** by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on November 16, 2021. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

**MOTION** by Trustee DeStefano, seconded by Trustee Olson, to accept the Director's Report dated December 2021. Discussion followed. Approved unanimously.

**MOTION** by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated December 21, 2021. Discussion followed. Approved unanimously.

The Director referenced updates to COVID-19 protocols mentioned in the Director's report.

There were no questions or statements from the public.

**MOTION** by Trustee Olson, seconded by Trustee Spence, to accept the Financial Reports for the period ending October 31, 2021, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

**MOTION** by Trustee DeStefano, seconded by Trustee Olson, to approve warrant 12/21/1, dated December 21, 2021, in the amount of \$ 153,103.60. Discussion followed. Approved unanimously.

**MOTION** by Trustee Olson, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for November 24, 2021 (\$113,708.00 ) and December 9, 2021 (\$124,902.58). Discussion followed. Approved unanimously.

There are no reports from standing committees.

**RESOLUTION OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF  
COMSEWOGUE PUBLIC LIBRARY**

*We, the undersigned, being the president and the secretary of the Comsewogue Public Library, a corporation organized and existing pursuant to an absolute charter granted by the Regents of the University of the State of New York, hereby certify that the following is a true and complete copy of a resolution duly adopted by the affirmative vote of not less than three-fourths of the whole number of trustees at a meeting held on the 21st day of December 2021, and that such resolution remains in full force and effect.*

*RESOLVED: That the board of trustees of Comsewogue Public Library hereby request that the Board of Regents of the University of the State of New York amend the absolute charter of such corporation to designate the service area to be the Brookhaven-Comsewogue Union Free School District; to state that trustees shall be elected by the qualified voters of the Brookhaven-Comsewogue Union Free School District; to state that vacancies due to cause other than the expiration of term shall be filled by the board of trustees until the next election; to add the Internal Revenue Service language necessary for tax exempt status under section 501(c)(3); and to designate the Commissioner of Education as the representative of the corporation upon whom process in any action or proceeding against it may be served.*

*RESOLVED: That the president and secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.*

**MOTION** by Trustee Olson, seconded by Trustee Spence, to adopt the Resolution amending the absolute charter and hereby authorize the president and secretary to execute the Petition for Amendment of Charter. Discussion followed. Approved unanimously.

**MOTION** by Trustee Olson, seconded by Trustee Spence, to adopt the Comsewogue Public Library Trustee Recruitment Statement. Discussion followed. Approved unanimously.

**MOTION** by Trustee Spence, seconded by Trustee Olson, to set the date and time of the Library Budget Vote and Trustee Election as Tuesday, April 5, 2022, from 9:30 AM to 9:00 PM. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm the Comsewogue Public Library's Body Art/Piercing/Body Jewelry Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to reaffirm the Comsewogue Public Library's Employee Lockers Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to amend the 2021-2022 Salary Schedule B, effective first payroll of January 2022, increasing the hourly rate for the following titles: part-time Custodial Worker I \$18.50 (up to ten years of CPL service) and \$20.35 (over ten years of CPL service); part-time Guard \$19.50 (up to ten years of CPL service) and \$21.45 (over ten years of CPL service). Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to adopt the Comsewogue Public Library Employee Recruitment Statement. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to engage the services of John Tanzi Architects to provide Architectural Services relating to the Skylight Replacement Project at a fee for base services of \$3,200 and Construction Observation (optional service) at additional \$200/hour. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve the resignations of Stephen Bergen (effective September 10, 2021) and Janet Liebegott (effective December 13, 2021) 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.

A member of the public spoke.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to adjourn the meeting at 7:20 P.M. Approved unanimously.

  
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Secretary, Board of Trustees