

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
OCTOBER 19, 2021**

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

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

**ABSENT WITH NOTIFICATION:**  
Trustee Spence

**GUEST(S):** Library Auditors Donald Hoffman and Richard Coffey, Cullen & Danowski, LLP

President DeStefano conducted the Pledge of Allegiance.

**MOTION** by Trustee McCrary seconded by Trustee Rossini, to advance to section L-1 of the agenda (Annual Financial Statement & Audit 2020/21 – Presentation). Discussion followed. Approved unanimously.

Library Auditors Hoffmann and Coffey left after their presentation and discussion with the Board.

**MOTION** by Trustee Rossini seconded by Trustee McCrary, 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, 2021. Discussion followed. Approved unanimously.

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

**MOTION** by Trustee Olson, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on September 21, 2021. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

**MOTION** by Trustee Olson, seconded by Trustee DeStefano, to accept the Personnel Report dated October 19, 2021. Discussion followed. Approved unanimously.

The Director reported there has been no change to the Library's COVID-19 protocols.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to accept the Financial Reports for the period ending August 31, 2021, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to approve warrant 10/21/1, dated October 19, 2021, in the amount of \$242,270.00. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the payroll and payroll warrants for September 30, 2021 (\$126,746.41) and October 14, 2021 (\$110,877.51). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, that pursuant to the April 20, 2021 and September 21, 2021 Board Motions authorizing the Waterproofing South Wall and East Wall Project, the Board authorizes the \$8,200.00 increase of the 2021/2022 operating budget to budget line (4439) Equipment & Building Maintenance. The Board further authorizes the transfer of \$8,200.00 from the Capital Improvement Fund to the general operating account. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, that pursuant to the Clarification of Grant (3/21/19) reviewed by the Board in April 2019, transfer \$4,500.00 from the Capital Improvement Fund to the general operating account. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to approve the revised Comsewogue Public Library Employee Dress Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve the resignations of Kristen Reese (effective September 29, 2021) and Colin Strohm (effective September 21, 2021) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the medical/parental leave request of Christina Heaney, effective October 4, 2021, to June 28, 2022. The first twelve weeks of leave are pursuant to the Family Medical Leave Act (FMLA). 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 McCrary, seconded by Trustee Rossini, to adjourn the meeting at 7:08 P.M.  
Approved unanimously.

A handwritten signature in black ink, consisting of a large, stylized 'S' shape with a horizontal line extending to the right and a small loop at the bottom left.

Secretary, Board of Trustees