

Unapproved Draft

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
JULY 19, 2022

CALL TO ORDER by Chairperson Engelhardt at 6:00 p.m.

PRESENT: Trustee DeStefano  
Trustee Olson  
Trustee Spence  
Director Engelhardt

ABSENT WITH NOTIFICATION:  
Trustee McCrary  
Trustee Rossini

Director Engelhardt conducted the Pledge of Allegiance.

Library Director Engelhardt was administered the Oath of Office by a Notary Public on July 19, 2022. Library Director Engelhardt (a Notary Public) administered the Oath of Office to Trustee Olson. Library District Treasurer Giaquinto will be administered the Oath of Office by a Notary Public on July 20, 2022. Appropriate documentation will be completed and filed with the Suffolk County Clerk's Office.

MOTION by Trustee Spence, seconded by Trustee Olson, to nominate Christopher McCrary as President of the Library Board for fiscal year 2022-2023. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to nominate John Rossini as Vice President of the Library Board for fiscal year 2022-2023. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to nominate Kevin Spence as Secretary of the Library Board for fiscal year 2022-2023. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to nominate Lisa Olson as Fiscal Officer of the Library Board for fiscal year 2022-2023. Approved unanimously.

There being no other nominations the Chair called for a vote on the slate of officers.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to have the Secretary cast the vote for the slate of officers. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2022-2023. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to appoint Joseph Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library District Treasurer for fiscal year 2022-2023. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to appoint Cullen & Danowski, LLP, an independent contractor, as the Library's independent external auditor for fiscal year 2022-2023. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to appoint Joseph Romeo and his firm of Industrial Coverage Corp., an independent contractor, as the Library's insurance agent for fiscal year 2022-2023. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to designate the Port Times Record and Newsday (as needed) as the official newspapers for publication of legal notices for fiscal year 2022-2023. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, Seconded by Trustee DeStefano, to appoint Debra Engelhardt, Library Director, as the Library's Record Access/Management Officer for fiscal year 2022-2023. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, Seconded by Trustee Spence, to appoint Debra Engelhardt, Library Director, as the Library's Sexual Harassment Prevention Compliance Officer for fiscal year 2022-2023. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, Seconded by Trustee Olson, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2022-2023 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee Spence, Seconded by Trustee Olson, to designate People's United Bank and/or First National Bank of Long Island and/or Flushing Bank as the official depositories for the Library's savings and checking accounts for fiscal year 2022-2023 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to set the bulk mailing account at \$3,100 and the postage meter account at \$700 for fiscal year 2022-2023. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to establish the cash register fund at \$210, the petty cash fund at \$150, the copier/printer fund at \$150 and the cash on hand fund at \$350 for fiscal year 2022-2023. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, that the signatories for the Library's savings and checking accounts for fiscal year 2022-2023 are Board President Christopher McCrary, Fiscal Officer Lisa Olson, Library Director Debra L. Engelhardt and Library District Treasurer Joseph Giaquinto. Library procedures require two signatures for accounts payable warrants and supplemental (payroll) warrants and one signature for transfers and payroll. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm the Defense and Indemnification of Officer and Employees Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson seconded by Trustee Spence, to reaffirm the library's Code of Ethics. Discussion followed. Approved unanimously.

The Board reviewed the Open Meeting Law Statement.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to reaffirm the Freedom of Information Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to adopt the revised By-Laws. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to reaffirm the Procurement Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to adopt the revised Workplace Violence Policy. Discussion followed. Approved unanimously.

RESOLVED that, in accordance with NYS Education Law, Section 1724, the Comsewogue Public Library Board of Trustees authorizes the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to adopt the Resolution for Payment of Claims in Advance of Audit. Discussion followed. Approved unanimously.

RESOLVED, that the Comsewogue Public Library Board of Trustees authorizes the use of a facsimile signature of the Library District Treasurer on payroll checks which are processed by an outside payroll processing company.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

MOTION BY Trustee Spence, seconded by Trustee DeStefano, to set the mileage reimbursement rate in accordance with the current Internal Revenue Service-specified rate. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to adjourn the meeting at 6:16 P.M. Approved unanimously.

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Secretary, Board of Trustees

Unapproved Draft

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
JULY 19, 2022

President DeStefano called the meeting to order at 6:18 p.m.

PRESENT: Trustee DeStefano  
Trustee Olson  
Trustee Spence  
Director Engelhardt

ABSENT WITH NOTIFICATION:  
Trustee McCrary  
Trustee Rossini

The Pledge of Allegiance was conducted earlier at the Organizational Meeting.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on June 21, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the Director's Report dated July 2022. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Director's Highlights Report, January 2022 to June 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Personnel Report dated July 19, 2022. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the Financial Reports for the periods ending May 31, 2022, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to approve warrant 7/22/1, dated July 19, 2022, in the amount of \$59,052.91. Discussion followed. Approved unanimously

MOTION by Trustee Olson, seconded by Trustee Spence, to approve warrant 7/22/2, dated July 19, 2022, in the amount of \$225,692.63. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for June 23, 2022 (\$112,822.74) and July 7, 2022 (\$120,479.41). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the disposal of the obsolete or damaged beyond repair equipment in accordance with the attached. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to approve the resignation of Leon Shek (effective July 15, 2022) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to table the discussion regarding the revision of the Catastrophic Leave Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to adopt the revised Nepotism Policy. 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 Spence, seconded by Trustee DeStefano, to adjourn the meeting at 7:27 P.M. Approved unanimously.

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Secretary, Board of Trustees