

Unapproved Draft

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
OCTOBER 18, 2022

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

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

ABSENT WITH NOTIFICATION:

ALSO PRESENT: Assistant Director Andrea Malchiodi

GUESTS: Library Auditors Donald Hoffman and Richard Coffey, Cullen & Danowski, LLP

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to advance to section L-1 of the agenda (Annual Financial Statement & Audit 2021/22 – 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 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, 2022. Discussion followed. Approved unanimously.

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

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on September 20, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the Director's Report dated October 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to accept the Personnel Report dated October 18, 2022. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee Olson, seconded by Trustee Rossini, to approve warrant 10/22/1, dated October 18, 2022, in the amount of \$162,647.03. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for September 29, 2022 (\$124,242.58) and October 13, 2022 (\$133,566.49) Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Rossini, seconded by Trustee Olson, to adopt the revised Collection Development Policy including final edits provided by the Board. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to adopt the revised Library Membership & Circulation Policy including final edits provided by the Board. Discussion followed. Approved unanimously.

The Board reviewed the 2023 SCLS Draft Budget. The SCLS final proposed budget will be presented for Board action at the November meeting.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the medical leave request pursuant to the Family Medical Leave Act (FMLA) of Patricia Eickwort, effective September 9, 2022 to December 5, 2022. Discussion followed. Approved unanimously.

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

The Board acknowledges Deborah Olsen's years of service with thanks and wish her the best in her retirement.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Spence, to adjourn the meeting at 7:34 P.M. Approved unanimously.

Secretary, Board of Trustees