

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 18, 2023

CALL TO ORDER by Chairperson Engelhardt at 6:01 p.m.

PRESENT: Trustee Olson
Trustee Spence
Trustee DeStefano
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Rossini
Trustee McCrary

ALSO PRESENT: Assistant Director Andrea Malchiodi

Trustee Spence conducted the Pledge of Allegiance.

Library Director Engelhardt (a Notary Public) administered the Oath of Office to Trustee Spence on July 18, 2023 prior to the organizational meeting. Library Director Engelhardt and Library District Treasurer Giaquinto will be administered the Oath of Office by a Notary Public on July 19, 2023. 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 2023-2024. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to nominate John Rossini as Vice President of the Library Board for fiscal year 2023-2024. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to nominate Kevin Spence as Secretary of the Library Board for fiscal year 2023-2024. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to nominate Lisa Olson as Fiscal Officer of the Library Board for fiscal year 2023-2024. Approved unanimously.

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

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

At this point in the meeting, Chairperson Engelhardt turned the running of the meeting over to Trustee Spence.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2023-2024. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to appoint Joseph Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library District Treasurer for fiscal year 2023-2024. 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 2023-2024. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, 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 2023-2024. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, 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 2023-2024. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, Seconded by Trustee DeStefano, to appoint Debra Engelhardt, Library Director, as the Library's Record Access/Management Officer for fiscal year 2023-2024. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Olson, Seconded by Trustee DeStefano, to appoint Debra Engelhardt, Library Director, as the Library's Sexual Harassment Prevention Compliance Officer for fiscal year 2023-2024. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, Seconded by Trustee Olson, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2023-2024 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee Olson, Seconded by Trustee DeStefano, to designate M&T 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 2023-2024 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to set the bulk mailing account at \$3,100 and the postage meter account at \$700 for fiscal year 2023-2024. 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 2023-2024. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, that the signatories for the Library's savings and checking accounts for fiscal year 2023-2024 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 DeStefano, seconded by Trustee Olson, to reaffirm the library's Code of Ethics. Discussion followed. Approved unanimously.

The Board reviewed the Open Meeting Law Statement.

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

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

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

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

MOTION BY Trustee DeStefano, seconded by Trustee Olson, 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 6:20 P.M.
Approved unanimously.


Secretary, Board of Trustees

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 18, 2023

Trustee Spence called the meeting to order at 6:20 p.m.

PRESENT: Trustee Olson
Trustee Spence
Trustee DeStefano
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Rossini
Trustee McCrary

ALSO PRESENT: Assistant Director Andrea Malchiodi

GUEST: John Tanzi, Library Architect

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 20, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Director's Report dated July 2023. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Director's Highlights Report, July 2022 to June 2023. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Personnel Report dated July 18, 2023. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

Library Architect John Tanzi arrived to make a presentation.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to advance to section L-1 of the agenda (Presentation: Proposed Facility Upgrades/Capital Plan). Discussion followed. Approved unanimously.

Library Architect John Tanzi left after his presentation and discussion with the Board.

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

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Financial Reports for the period ending May 31, 2023, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve warrant 07/23/1, dated July 18, 2023, in the amount of \$51,908.19. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve warrant 07/23/2, dated July 18, 2023, in the amount of \$188,529.04. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for June 22, 2023 (\$120,471.86) and July 06, 2023 (\$128,767.68). Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the disposal of the obsolete or damaged beyond repair equipment in accordance with the attached. 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 Olson, to adjourn the meeting at 7:45 P.M. Approved unanimously.


Secretary, Board of Trustees