

Unapproved Draft
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JUNE 18, 2024

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

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

ABSENT WITH NOTIFICATION:

GUESTS: Library Attorney Kevin Seaman, Library Architect John Tanzi

Trustee McCrary conducted the Pledge of Allegiance.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to advance to section N of the agenda (Executive Session). Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to advance to enter into Executive Session at 6:01 p.m. to discuss a personnel matter related to particular persons. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to resume the regular board meeting at 6:43 p.m. Discussion followed. Approved unanimously.

Library Attorney Kevin Seaman left after his discussion with the board.

MOTION by Trustee Rossini, seconded by Trustee Spence, to engage and sign services agreement with Elena Cacavas, Esq. of Cacavas ADR, LLC. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve the minutes of the regular meeting held on May 21, 2024. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

Library Architect John Tanzi arrived to make a presentation.

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

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Director's Report dated June 2024. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the Personnel Report dated June 18, 2024. Discussion followed. Approved unanimously.

The Library Director reported that on May 21, 2024, the residents of Miller Place and Mount Sinai School Districts voted to continue the Library service contracts for 2024-2025.

MOTION by Trustee Olson, seconded by Trustee Rossini, to adopt the 2024-2025 Library Services Agreements between Comsewogue Public Library, Port Jefferson Free Library, Miller Place School District and Mount Sinai School District and authorize Library Board President McCrary to execute the corresponding Library Services Agreements. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the Financial Reports for the period ending April 30, 2024, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to approve warrant 06/24/1, dated June 18, 2024, in the amount of \$161,743.66. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the payroll and payroll warrants for May 23, 2024 (\$132,175.26) and June 6, 2024 (\$131,029.14). Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to adopt the revised Part Time: Paid Time Off (PTO) Policy with edits made at meeting. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, that pursuant to the October 17, 2023 Board Motion authorizing the CO Detection System Project, the Board authorizes the transfer of \$10,321.66 from the Capital Improvement Fund to the 2023/2024 operating account and the increase of the 2023/2024 operating budget by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, 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 DeStefano, seconded by Trustee Rossini, to adjourn the meeting at 8:14 P.M.
Approved unanimously.

Secretary, Board of Trustees