

Unapproved Draft
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
AUGUST 20, 2024

President Rossini called the meeting to order at 6:01 p.m.

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

ABSENT WITH NOTIFICATION:
Assistant Director Andrea Malchiodi
Trustee DeStefano

GUESTS: Library Attorney Kevin Seaman

Trustee Rossini conducted the Pledge of Allegiance.

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

MOTION by Trustee Spence, seconded by Trustee Olson, to enter into Executive Session at 6:02 p.m. to discuss a personnel matter related to particular persons. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to resume the regular board meeting at 7:10 p.m. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve the minutes of the organizational meeting held on July 16, 2024. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve the minutes of the regular meeting held on July 16, 2024. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated August 20, 2024. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee Olson, seconded by Trustee Spence, to approve warrant 08/24/1, dated August 20, 2024, in the amount of \$204,727.12. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee McCrary, to accept the payroll and payroll warrants for July 18, 2024 (\$129,205.31), August 1, 2024 (\$131,233.93) and August 15, 2024 (\$144,293.51). Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to accept John Tanzi's Proposal to provide Architectural Services relating to the Partial Window Replacement Project South Side – South Elevation at a base service fee of \$28,500, Optional Services 'A' (NYS Construction Grant Services) at \$2,800 and Requested Additional Services at \$225/hour. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, that pursuant to the April 16, 2024 Board Motion authorizing the Rooftop Condensing Unit Project, the Board authorizes the transfer of \$4,750 from the Capital Improvement Fund to the 2024/2025 operating account and the increase of the 2024/2025 operating budget by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee McCrary, to reaffirm the Data Backup Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Spence, to reaffirm the Information Security Breach Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Spence, to adopt the revised Disaster Plan for Computer and Data Recovery Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee McCrary, to adopt the Workplace Protection for Pregnant Workers and Nursing Employees. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to accept the resignations of Mackenzie Lederer (effective August 14, 2024), Jasmine Camilleri (effective August 15, 2024) and Abigail Ryan (effective August 15, 2024) with thanks for service rendered. 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 McCrary, to adjourn the meeting at 8:17 P.M. Approved unanimously.