

Unapproved Draft
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
NOVEMBER 19, 2024

President Rossini called the meeting to order at 6:02 p.m.

PRESENT: Trustee Olson

Trustee McCrary

Trustee Rossini

Trustee Spence

Trustee DeStefano

Assistant Director Andrea Malchiodi

Director Engelhardt

ABSENT WITH NOTIFICATION:

GUEST: Library Auditor Jill Sanders, Cullen and Danowski, LLP

Trustee Rossini conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve the minutes of the regular meeting held on October 15, 2024. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

The Library Director distributed SCLS Trustee ballots to the board members.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to cast 5 ballots for the SCLS Trustee election. Discussion followed. Approved unanimously.

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

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Personnel Report dated November 19, 2024. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve warrant 11/24/1, dated November 19, 2024, in the amount of \$192,979.76. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for October 24, 2024 (\$130,968.76) and November 7, 2024 (\$140,774.97). Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve the SCLS 2025 Budget. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, that pursuant to the October 15, 2024 Board Motion authorizing the Northside Sidewalk Project, the Board authorizes the \$12,500 increase to the 2024/2025 operating budget to budget line (4439) Equipment/Building Maintenance. The Board further authorizes the transfer of \$12,500 from the Capital Improvement Fund to the general operating account. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to adopt the NYS Deferred Compensation Plan for all employees. Discussion followed. Approved unanimously.

Library Auditor Jill Sanders arrived at 6:30 p.m. for her presentation of the Financial Statement and Audit.

MOTION by Trustee McCrary, seconded by Trustee Olson, to return to Section L-1 of the agenda (Annual Financial Statement & Audit 2023/24 Presentation). Discussion followed. Approved unanimously.

Library Auditor Sanders left after her presentation and discussion with the Board.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Financial Statement and Audit as prepared and presented by Jill Sanders, CPA of Cullen & Danowski, LLP for fiscal year ending June 30, 2024. Discussion followed. Approved unanimously.

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

MOTION by Trustee McCrary, seconded by Trustee Olson, to adopt the revised Email Acceptable Use Policy with revision. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to adopt the revised Social Media Policy with revision. 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 7:16 P.M. Approved unanimously.

Secretary, Board of Trustees