

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
FEBRUARY 18, 2025

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

PRESENT: Trustee Olson  
Trustee DeStefano  
Trustee Rossini  
Assistant Director Andrea Malchiodi  
Director Engelhardt

ABSENT WITH NOTIFICATION:  
Trustee Spence  
Trustee McCrary

ALSO PRESENT: A member of the public.

Trustee Rossini conducted the Pledge of Allegiance.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve the minutes of the regular meeting held on January 21, 2025. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Director's Report dated February 2025. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to accept the Personnel Report dated February 18, 2025. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to accept the 2024 Personnel Sick Leave Report. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the revised Financial Reports for the period ending December 31, 2024, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve warrant 02/25/1, dated February 18, 2025, in the amount of \$390,999.72. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for January 30, 2025 (\$133,012.17) and February 13, 2025 (\$141,151.11). Discussion followed. Approved unanimously.

Trustee Rossini reported the Finance Committee's next meeting will be February 20, 2025 at 4:30 p.m.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the FT Retirement Incentive/PT Voluntary Separation Incentive Programs, as presented by the Director, and authorized it be communicated to eligible employees. Payments for the 2025/2026 FT Retirement Incentive will be in the form of a non-elective employer contribution to the employee's 403(b) account, up to the maximum allowed limit. Any amount above the maximum allowed limit will be paid in the employee's paycheck. If an employee does not have a 403(b) account, one will be established for them. Payments for the 2025-2026 PT Voluntary Separation Incentive will be paid in the employee's paycheck. Discussion followed. Approved unanimously.

New Business: Proposed Operating Budget 2025/2026. The director presented a proposed operating budget options for the 2025/2026 fiscal year. Discussion followed. Tabled until the special meeting of the Board of Trustees scheduled for March 4, 2025 at 6pm.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to accept the 2024 NYS Annual Report for Public and Association Libraries as reviewed by the Board. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to adopt the revised Conference, Meeting, Training & Travel Policy. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the resignations of Grace Niemeier (effective January 31, 2025), Jefferson DeJesus (effective February 8, 2025) and Julianna Mangan (effective February 14, 2025) 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.

Trustee Rossini reported that there will be a special meeting of the Board of Trustees on March 4, 2025 at 6 p.m.

There were no questions or statements from the public.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to adjourn the meeting at 7:10 P.M. Approved unanimously.

  
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Secretary, Board of Trustees