

Unapproved Draft

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 15, 2025

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

PRESENT: Trustee Olson

Trustee Spence

Trustee McCrary

Trustee DeStefano

Trustee Rossini

Assistant Director Malchiodi

Director Engelhardt

ABSENT WITH NOTIFICATION:

Library Director Engelhardt conducted the Pledge of Allegiance.

Library Director Engelhardt was administered the Oath of Office by a Notary Public on July 15, 2025. Library Director Engelhardt (a Notary Public) administered the Oath of Office to Trustee DeStefano on July 15, 2025. Library District Treasurer Giaquinto will be administered the Oath of Office by a Notary Public on July 16, 2025. Appropriate documentation will be completed and filed with the Suffolk County Clerk's Office.

MOTION by Trustee McCrary, seconded by Trustee Spence, to nominate John Rossini as President of the Library Board for fiscal year 2025-2026. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to nominate Kevin Spence as Vice President of the Library Board for fiscal year 2025-2026. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to nominate Lisa Olson as Secretary of the Library Board for fiscal year 2025-2026. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to nominate Corinne DeStefano as Fiscal Officer of the Library Board for fiscal year 2025-2026. Approved unanimously.

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

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

MOTION by Trustee Rossini, seconded by Trustee Olson, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2025-2026. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to appoint Dean Giaquinto, CPA, of Giaquinto and Company CPAs, an independent contractor, as the Library District Treasurer for fiscal year 2025-2026. 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 2025-2026. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to appoint Joseph Romeo and his firm of Industrial Coverage Corp., an independent contractor, as the Library's insurance agent for fiscal year 2025-2026. 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 2025-2026. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, Seconded by Trustee Spence, to appoint Debra Engelhardt, Library Director, as the Library's Record Access/Management Officer for fiscal year 2025-2026. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, Seconded by Trustee McCrary, to appoint Debra Engelhardt, Library Director, as the Library's Sexual Harassment Prevention Compliance Officer for fiscal year 2025-2026. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, Seconded by Trustee DeStefano, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2025-2026 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee DeStefano, Seconded by Trustee Olson, to designate M&T Bank and/or Flushing Bank as the official depositories for the Library's savings and checking accounts for fiscal year 2025-2026 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to set the bulk mailing account at \$3,500 and the postage meter account at \$700 for fiscal year 2025-2026. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, 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 2025-2026. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, that the signatories for the Library's savings and checking accounts for fiscal year 2025-2026 are Board President John Rossini, Fiscal Officer Corinne DeStefano, Library Director Debra Engelhardt and Library District Treasurer Dean 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 McCrary, seconded by Trustee Rossini, to reaffirm the Defense and Indemnification of Officer and Employees Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to reaffirm the Comsewogue Public Library's Code of Ethics. Discussion followed. Approved unanimously.

The Board reviewed the Open Meeting Law Statement.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to reaffirm Comsewogue Public Library's Freedom of Information Policy. Discussion followed. Approved unanimously.

The Board reviewed/discussed the proposed By-Laws amendment which will be presented for approval at the August 2025 board meeting.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to adopt the revised Comsewogue Public Library's Procurement Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to reaffirm Comsewogue Public Library's Workplace Violence Policy. Discussion followed. Approved unanimously.

The Board reviewed the Employee Recruitment Statement.

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 Rossini, 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 Rossini, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

MOTION BY Trustee Rossini, 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 Rossini, seconded by Trustee DeStefano, to adjourn the meeting at 6:14 P.M.
Approved unanimously.

Secretary, Board of Trustees

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 15, 2025

President Rossini called the meeting to order at 6:14 p.m.

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

ABSENT WITH NOTIFICATION:

The Pledge of Allegiance was conducted earlier at the Organizational Meeting.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve the minutes of the regular meeting held on June 17, 2025. 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 July 2025. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Director's Annual Report dated July 2024 - June 2025. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Personnel Report dated July 15, 2025. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the revised Financial Reports for the period ending May 31, 2025, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to approve warrant 07/25/1, dated July 15, 2025, in the amount of \$80,925.90. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Olson, to approve warrant 07/25/2, dated July 15, 2025, in the amount of \$232,159.57. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the payroll and payroll warrants for June 18, 2025 (\$128,935.28) and July 3, 2025 (\$132,802.65). Discussion followed. Approved unanimously.

There are no reports from standing committees.

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 6:39 P.M. Approved unanimously.

Secretary, Board of Trustees