

Unapproved Draft
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
AUGUST 19, 2025

Trustee Spence called the meeting to order at 6:06 p.m.

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

ABSENT WITH NOTIFICATION:
Trustee Olson
Trustee Rossini

Trustee Spence conducted the Pledge of Allegiance.

MOTION by Trustee McCrary, seconded by Trustee DeStefano to approve the minutes of the organizational meeting held on July 15, 2025. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to approve the minutes of the regular meeting held on July 15, 2025. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

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

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the Personnel Report dated August 19, 2025. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the Financial Reports for the period ending June 30, 2025, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to approve warrant 08/25/1, dated August 19, 2025, in the amount of \$183,736.06. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for July 17, 2025 (\$132,538.24), July 31, 2025 (\$133,714.98) and August 14, 2025 (\$146,001.26). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the By-Laws amendment. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the Letter of Intent to Retire, under the provisions previously approved for the 2025-2026 Retirement Incentive, for Debra Bush, Claudia Friszell and Leonard Frosina, effective retirement date December 31, 2025. The Board offers its thanks for the many years of dedicated service. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the proposal from Above All Pressure Cleaning not to exceed \$23,725; to clean and waterproof the building's exterior stone; to be funded by the Capital Improvement Fund designation and to increase the 2025-2026 operating budget by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to reaffirm the Comsewogue Public Library's Capital Assets Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to reaffirm the Comsewogue Public Library's Fund Balance Policy and Classifications. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to accept the resignations of Kelly Brigham (effective July 17, 2025), Ava Kalberer (effective July 29, 2025), Kayla Hardy (effective August 13, 2025), Joan Lauria (effective August 16, 2025) and Danielle Ray (effective August 5, 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.

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee McCrary, to adjourn the meeting at 7:02 P.M. Approved unanimously.

Secretary, Board of Trustees