Unapproved Draft

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
OCTOBER 21, 2025

Trustee Spence called the meeting to order at 6:04 p.m.

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

ABSENT WITH NOTIFICATION:
Trustee Rossini
Assistant Director Andrea Malchiodi

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

Trustee Spence conducted the Pledge of Allegiance.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to advance to section L-1 of the agenda (Annual Financial Statement & Audit 2024/25 Presentation). Discussion followed. Approved unanimously.

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

Trustee McCrary left after the Library Auditor's presentation.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Annual Financial Statement and Audit as prepared and presented by Jill Sanders, CPA of Cullen & Danowski, LLP for fiscal year ending June 30, 2025. Discussion followed. Approved unanimously.

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

MOTION by Trustee DeStefano, seconded by Trustee Spence, to approve the minutes of the regular meeting held on September 16, 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 October 2025. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Personnel Report dated October 21, 2025. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Financial Reports for the period ending August 19, 2025, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve warrant 10/25/1, dated October 21, 2025, in the amount of $302,415.36. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for September 25, 2025 ($131,326.11) and October 9, 2025 ($139,508.65). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Olson, seconded by Trustee DeStefano, that pursuant to the March 18, 2025 Board Motion awarding the Window Replacement Project (Phase 1) - South Elevation to Arrow Steel Window Corp., the total cost is not to exceed $195,340**, the project is to be funded by the Capital Improvement Fund designation and increase the 2025-2026 operating budget by the same amount**. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, that pursuant to the August 19, 2025 Board Motion authorizing the cleaning and waterproofing of the building's exterior stone, the Board authorizes the $23,725 increase to the 2025/2026 operating budget to budget line (4439) Equipment/Building Maintenance. The Board further authorizes the transfer of $23,725 from the Capital Improvement Fund to the general operating account. Discussion followed. Approved unanimously.

The Board reviewed the 2026 SCLS Draft Budget. The SCLS final proposed budget will be presented for Board action at the November meeting.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the resignations of Sara Blonder (effective September 27, 2025) and Kai Schiera (effective October 8, 2025) with thanks for service rendered. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to approve the medical leave request pursuant to the Family Medical Leave Act (FMLA) of Mary O'Connor, effective October 4, 2025 to December 26, 2025. 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 Olson, to adjourn the meeting at 7:37 P.M. Approved unanimously.

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Secretary, Board of Trustees