

Unapproved Draft
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
DECEMBER 16, 2025

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

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

ABSENT WITH NOTIFICATION:

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 November 18, 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 December 2025. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve warrant 12/25/1, dated December 16, 2025, in the amount of \$150,928.35. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee McCrary, to accept the payroll and payroll warrants for November 20, 2025 (\$129,496.73) and December 4, 2025 (\$153,071.99). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to authorize the transfer of \$105,000 from the Termination Payment (Term PM) Designation to the general operating fund to fund the 2025 Comsewogue Public Library Retirement/Voluntary Separation Incentive which includes employer contributions to the 403(b) accounts of three (3) eligible FT retirees, and to increase the 2025-26 appropriate salary budget lines by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee McCrary, to set the Library Budget Vote and Trustee Election, April 14, 2026, from 9:30am to 8:30pm. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve the change of the 2025-2026 hourly rate for Pages, effective December 28, 2025 (pay date January 15, 2026) as follows:

Up to 10 years of completed services - \$17.00/hr.

Over 10 years of completed services - \$18.70/hr.

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 6:32 P.M. Approved unanimously.

Secretary, Board of Trustees