

**Unapproved Draft**  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK  
JUNE 16, 2026

President Rossini called the meeting to order at 6:01 p.m.

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

ABSENT WITH NOTIFICATION:  
Trustee McCrary

ALSO PRESENT: A member of the public.

Trustee Rossini conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve the minutes of the regular meeting held on May 19, 2026. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Director's Report dated June 2026. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Personnel Report dated June 19, 2026. Discussion followed. Approved unanimously.

The Director reported that on May 19, 2026, the residents of the Miller Place and Mount Sinai School districts voted to continue the Library service contracts for 2026-2027.

MOTION by Trustee Spence, seconded by Trustee Olson, to adopt the 2026-2027 Library Services Agreements between Comsewogue Public Library, Port Jefferson Free Library, Miller Place School District and Mount Sinai School District and authorize Library Board President Rossini to execute the Corresponding Library Services Agreements. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Financial Reports for the period ending April 30, 2026, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to approve warrant 06/26/1, dated June 16, 2026, in the amount of \$161,461.74. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Spence, to accept the payroll and payroll warrants for May 21, 2026 (\$121,627.80) and June 4, 2026 (\$125,998.03). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, that pursuant to the April 21, 2026 Board Motion authorizing the Replacement of #1 Compressor in Rooftop Condenser Unit, the Board authorizes the \$13,985 increase to the 2025/2026 operating budget line (4439) Equipment/Building Maintenance. The Board further authorizes the transfer of \$13,985 from the Capital Improvement Fund to the general operating account. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, that pursuant to the April 8, 2025 voter approved budget, the Board authorizes the transfer of \$300,000 from the general operating account to the Capital Improvement Fund. This designation is to be used for the repair of and improvements to the Library building, equipment and grounds and the use of these funds shall be by board motion only. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the disposal of the obsolete or damaged beyond repair equipment in accordance with the attached. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the updated, revised Body Art Policy incorporating the attorney's edits. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to approve the revised Employee Locker Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the revised Proctoring Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to reaffirm the Unattended Vulnerable Adult Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to accept the resignations of Kimberly Dono (effective April 28, 2026) and Gavin Welkes (June 6, 2026) with thanks for services 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 DeStefano, to adjourn the meeting at 6:38 P.M.  
Approved unanimously.

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Secretary, Board of Trustees