Unapproved Draft

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 21, 2026

CALL TO ORDER by Chairperson Engelhardt at 6:06 p.m.

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

ABSENT WITH NOTIFICATION:

Trustee Spence conducted the Pledge of Allegiance.

Library Director Engelhardt (a Notary Public) administered the Oath of Office to Trustee Nickeson on July 21, 2026. Library District Treasurer Giaquinto and Library Director Engelhardt will be administered the Oath of Office by a Notary Public on July 22, 2026. Appropriate documentation will be completed and filed with the Suffolk County Clerk's Office.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to nominate Kevin Spence as President of the Library Board for fiscal year 2026-2027. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, to nominate Lisa Olson as Vice President of the Library Board for fiscal year 2026-2027. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to nominate John Rossini as Secretary of the Library Board for fiscal year 2026-2027. Approved unanimously.

MOTION by Trustee Nickeson, seconded by Trustee Spence, to nominate Corinne DeStefano as Fiscal Officer of the Library Board for fiscal year 2026-2027. Approved unanimously.

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

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

MOTION by Trustee Rossini, seconded by Trustee Olson, to appoint Board President Kevin Spence & Fiscal Officer Corinne DeStefano to the Finance Committee. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Spence, to appoint Trustee Joan Nickeson & Board Vice President Lisa Olson, to the By-laws Committee. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to appoint Kevin A. Seaman, an independent contractor, as the Library Attorney for fiscal year 2026-2027. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, 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 2026-2027. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to appoint Cullen & Danowski, LLP, an independent contractor, as the Library's independent external auditor for fiscal year 2026-2027. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee DeStefano, 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 2026-2027. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Nickeson, seconded by Trustee Rossini, to designate the Port Times Record and Newsday (as needed) as the official newspapers for publication of legal notices for fiscal year 2026-2027. There being no other designations the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, Seconded by Trustee Olson, to appoint Debra Engelhardt, Library Director, as the Library's Record Access/Management Officer for fiscal year 2026-2027. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Spence, Seconded by Trustee Nickeson, to appoint Debra Engelhardt, Library Director, as the Library's Sexual Harassment Prevention Compliance Officer for fiscal year 2026-2027. There being no other appointments the Chair called for a vote. Approved unanimously.

MOTION by Trustee Rossini, Seconded by Trustee Olson, to establish the time and place of the regular meetings of the Board of Trustees for fiscal year 2026-2027 as the 3rd Tuesday of the month at 6:00 P.M., at the Library. Approved unanimously.

MOTION by Trustee Rossini, 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 2026-2027 and to adopt the standard Municipal Resolutions for banking. Approved unanimously.

MOTION by Trustee Nickeson, seconded by Trustee Olson, to set the bulk mailing account at $4,000 and the postage meter account at $700 for fiscal year 2026-2027. Approved unanimously.

MOTION by Trustee DeStefano, 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 2026-2027. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, that the signatories for the Library's savings and checking accounts for fiscal year 2026-2027 are Board President Kevin Spence, 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 Rossini, seconded by Trustee DeStefano, to reaffirm the Defense and Indemnification of Officer and Employees Policy. Discussion followed. Approved unanimously.

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

MOTION by Trustee DeStefano, seconded by Trustee Olson, to reaffirm Comsewogue Public Library's By-Laws. Discussion followed. Approved unanimously.

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

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

The Board reviewed the Employee Recruitment Statement.

The Board reviewed the Trustee 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 Olson, seconded by Trustee Spence, 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 Nickeson, seconded by Trustee Rossini, to adopt the Resolution for Authorization of Facsimile Signature for Payroll Checks. Discussion followed. Approved unanimously.

MOTION BY Trustee Spence, 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 Nickeson, to adjourn the meeting at 6:23 P.M. Approved unanimously.

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Secretary, Board of Trustees

Unapproved Draft

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
JULY 21, 2026

President Spence called the meeting to order at 6:23 p.m.

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

ABSENT WITH NOTIFICATION:

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

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the minutes of the regular meeting held on June 16, 2026. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Rossini, seconded by Trustee Nickeson, to accept the Director's Report dated July 2026. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Director's Annual Report dated July 2025 – June 2026. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Personnel Report dated July 21, 2026. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Financial Reports for the period ending May 19, 2026, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to approve warrant 07/26/1, dated July 21, 2026, in the amount of $61,634.36. Discussion followed. Approved unanimously.

MOTION by Trustee Nickeson, seconded by Trustee Olson, to approve warrant 07/26/2, dated July 21, 2026, in the amount of $255,173.69. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the payroll and payroll warrants for June 18, 2026 ($120,180.87), July 2, 2026 ($126,975.49) and July 16, 2026 ($125,766.41). Discussion followed. Approved unanimously.

There are no reports from standing committees.

New Business: Revision of Comsewogue Public Library's Unattended Children Policy. Discussion followed. Additional research requested. Tabled until August 2026 board meeting.

MOTION by Trustee Rossini, seconded by Trustee Nickeson, to accept the proposal from Fidele Construction, Inc. not to exceed $11,975; to repair the sink hole and drain near the handicap spaces of the parking lot; to be funded by the Capital Improvement Fund designation and to increase the 2026-2027 operating budget by the same amount. 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 7:34 P.M. Approved unanimously.

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Secretary, Board of Trustees