

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
HELD AT THE LIBRARY ON
MAY 15, 2018

President Spence called the meeting to order at 6:05 P.M.

PRESENT: Trustee DeStefano
Trustee McCrary
Trustee Spence
Trustee Wendol (arrived at 6:15 pm)

ABSENT WITH NOTIFICATION:
Trustee Rossini

PRESENT via Conference Call: Director Engelhardt

GUEST: John Tanzi, Architect

President Spence conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee McCrary, to advance to section K-1 of the agenda (Building Renovations – Roofing Replacement & Rooftop HVAC Replacement Projects). Discussion followed. Approved unanimously.

John Tanzi, of John Tanzi Architects, attended the meeting in order to review the Library's Roofing Replacement and Rooftop HVAC Replacement Projects with the Library Board. Mr. Tanzi departed the meeting after his discussion with the Board.

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

MOTION by Trustee McCrary, seconded by Trustee Wendol, to approve the minutes of the regular meeting held on April 17, 2018. Discussion followed. Approved unanimously.

There was no correspondence for the Library Board.

The Director presented her monthly report.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the Director's Report dated May 2018. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Wendol, to accept the Personnel Report dated May 15, 2018. Discussion followed. Approved unanimously.

Trustee Wendol reported that he attended the Suffolk Cooperative Library System (SCLS) Board of Trustees meeting and reported to them that the Comsewogue Public Library is participating in NYLA's Sustainability Certification Initiative.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to accept the Financial Reports for the period ending March 31, 2018, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Wendol, to approve warrant 5/18/1, dated May 15, 2018, in the amount of \$125,639.47. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Wendol, to accept the payroll and payroll warrants for April 19, 2018 (\$102,075.91) and May 3, 2018 (\$108,273.00). Discussion followed. Approved unanimously.

There were no reports from standing committees.

MOTION by Trustee Wendol, seconded by Trustee McCrary, to award the contract for the Roofing Replacement Project to More Consulting, the qualified low bidder, for the Base Bid amount of \$209,600, plus Add Alternate #1 amount of \$301,400, plus Add Alternate #2 amount of \$55,500 for a total contract amount of \$566,500, as per the recommendation of John Tanzi, Architect. This project is to be funded by the Capital Improvement Fund assignment and will increase the 2017-2018 operating budget by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee DeStefano, to award the contract for the Rooftop HVAC Replacement Project to Premier Mechanical, the qualified low bidder, for the Base Bid amount of \$177,000, plus Add Alternate #1 amount of \$254,500, plus Add Alternate #2 amount of \$83,300, plus Add Alternate #3 amount of \$39,700 for a total contract amount of \$554,500, as per the recommendation of John Tanzi, Architect. This project is to be funded by the Capital Improvement Fund assignment and will increase the 2017-2018 operating budget by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve the appointment of Danielle Minard as full-time Librarian I, \$2,129 (step 1) bi-weekly, effective May 14, 2018. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Spence, to approve the resignations of Mark Irish, effective April 28, 2018, and Rachel Costantino, effective May 12, 2018, with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary to approve the parental leave request of Brooke Robitsek, effective April 24, 2018 to July 20, 2018. Discussion followed. Approved unanimously.

The Library Board reviewed the dates of upcoming regular board meetings and schedule of Audit of Claims by Trustee.

Discussion was held regarding the public safety and security at the Library. The Director was tasked with reporting additional information on the topic at the next regular meeting of the Board of Trustees.

There were no questions or statements from the public.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, to adjourn the meeting at 7:17 P.M.
Approved unanimously.


Secretary, Board of Trustees