

Commack Public Library Board of Trustees
Approved Minutes
October 21, 2024

Present: Ms. Albano, Mr. Elvezio, Mr. Gonzalez (virtual), Mr. Hartman, Ms. Kugler-Bode, and Mrs. Zafonte

Absent: Ms. Rosenthal, with prior excuse

Guests: Demian Meyer, Commack Public Library Employee

Mr. Elvezio called the meeting to order at 7:32 p.m.

The Pledge of Allegiance was recited.

Ms. Kugler-Bode moved that the minutes of the Special Audit meeting held on October 9, 2024 and the regular meeting held on September 16, 2024 be approved as presented. Mrs. Zafonte seconded. Carried unanimously.

Mr. Demian Meyer gave a presentation to the board on EnvisionWare print management and Public Internet station management.

Mr. Hartman moved that the Board enter into executive session at 7:52 p.m. to discuss the employment history of a particular person(s). Ms. Kugler-Bode seconded. Carried unanimously.

Mr. Hartman moved that the Board re-enter into regular session at 8:22 p.m. Ms. Kugler-Bode seconded. Carried unanimously.

Mr. Hartman moved that the Financial Report be accepted as presented. Ms. Kugler-Bode seconded. Carried unanimously.

Ms. Kugler-Bode moved that the Treasurer's Report be accepted as presented. Mrs. Zafonte seconded. Carried unanimously.

Mr. Hartman moved that the schedule of bills in the sums of \$11,347.27 and \$103,405.09 be paid as presented. Ms. Kugler-Bode seconded. Carried unanimously.

Mr. Hartman moved the following additional bills be paid as presented:

Payroll #1 \$107,645.16

Payroll #2 \$88,259.13

Payroll #3 \$81,773.33

Employee Benefits \$74,140.57

Directors Discretionary \$640.34

Ms. Kugler-Bode seconded. Carried unanimously.

Mr. Hartman moved that the Assistant Director's Report be approved as presented.

Mrs. Zafonte seconded. Carried unanimously.

Mrs. Zafonte moved that the Director be authorized to purchase the software and hardware for self-print and check in/out of internet computers with EnvisionWare Inc. for a one-time cost not to exceed \$4,605.00 and an annual fee of \$1,355.00.

Mr. Hartman seconded. Carried unanimously.

Mrs. Zafonte moved that the Director be authorized to purchase the software and hardware for the Scan Station Package with EnvisionWare Inc. for a one-time cost not to exceed \$7,400.00 and an annual maintenance fee of \$795.00 with the first year of maintenance at no cost. Ms. Kugler-Bode seconded. Carried unanimously.

Ms. Kugler-Bode moved that the Director be authorized to enter into an annual contract with Accu Data Workforce Solutions for the purpose of payroll processing and employee time and attendance at an annual cost not to exceed \$12,520.30 with a one-time set up fee of \$500.00. Mrs. Zafonte seconded. Carried unanimously.

Mr Hartman moved the following resolution:

BE IT RESOLVED, the Board of Trustees approves the attached Memorandum of Agreement with UPSEU; and authorizes the Board President to sign same.

Ms. Kugler-Bode seconded. Carried unanimously.

Mrs. Zafonte moved the following resolution:

WHEREAS, the Library has been advised by John Tanzi, its architect/engineer, that the heat exchanger at the Commack Public Library needs immediate repair; and

WHEREAS, the aforementioned circumstances constitutes an emergency that requires immediate action which cannot await the solicitation of three quotes as required by the Library's procurement policy; and

WHEREAS, the Library administration has identified TA Commercial Service Inc. to procure the necessary equipment and install same.

NOW, THEREFORE, BE IT RESOLVED, that the emergency constitutes an unforeseen condition and the need for timely and necessary installation of the heat exchanger requires immediate action since the delay associated with seeking additional solicitations for a heat exchanger may affect public buildings, public property or the life, health, safety or welfare of the Library's patrons and staff; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby determines and declares that the replacement of the heater exchange at the Commack Public Library constitutes an emergency condition affecting public buildings, public property and the safety of the Library's patrons and staff; and

BE IT FURTHER RESOLVED, that Library Director or her designee is hereby authorized to execute the agreement with TA Commercial Service, Inc; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby authorizes the Library Director or her designee to undertake whatever actions are necessary in order to effectuate the purposes of this Resolution.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately to protect the interests of the Library under the aforementioned circumstances.

Ms. Kugler-Bode seconded. Carried unanimously.

Mr. Hartman moved that the Director be authorized to enter into an agreement with TA Commercial Service, Inc for repairs to HVAC unit RTU 6 at a cost not to exceed \$8,576.95. Ms. Kugler-Bode seconded. Carried unanimously.

Mr. Hartman moved the following resolution:

WHEREAS, the Board of Trustees of the Commack Public Library issued a request for bids for Rooftop HVAC Replacement dated October 17, 2024; and

WHEREAS, two vendors submitted proposals in response to the Library's request; and

WHEREAS, the Library's Board of Trustees has a responsibility to select the lowest responsible bidder for the work specified in the Library's request; and

WHEREAS, the Library has fully investigated the capabilities of each of the bidders to perform the work specified in the Bid; and

WHEREAS, based upon its investigation, the Library has determined that Intricate Tech Solutions Ltd. is the lowest responsible bidder in response to the District's Bid.

NOW THEREFORE, BE IT RESOLVED THAT the Board of Trustees awards the work as defined in its Bid for HVAC Rooftop Project (attached hereto and incorporated herein) to Intricate Tech Solutions Ltd. in accordance with the attached terms.

Mrs. Zafonte seconded. Carried unanimously.

The date and time of the next regular meeting is Monday, November 18, 2024 at 7:30 p.m.

Mr. Hartman moved to adjourn the meeting at 8:55 p.m. Ms. Kugler-Bode seconded. Carried unanimously.

Respectfully submitted,



Joanne Albano