

Commack Public Library Board of Trustees
Unapproved Minutes
November 17, 2025

Present: Ms. Albano, Mr. Elvezio, Mrs. Handler, Mr. Holtzer, Mrs. Zafonte, Mr. Gonzalez attended remotely via phone at 7:26 p.m.

Absent: Ms. Kugler-Bode, with prior excuse

Mr. Elvezio called the meeting to order at 7:30 p.m.

The Pledge of Allegiance was recited.

Mrs. Zafonte moved that the minutes of the regular meeting held on October 20, 2025 be approved as presented. Mr. Holtzer seconded. Carried unanimously.

Mr. Holtzer moved that the Board enter into executive session at 7:31 p.m. to discuss the employment history of a particular person(s). Mrs. Zafonte seconded. Carried unanimously.

Mrs. Zafonte moved that the Board re-enter into regular session at 7:49 p.m. Mr. Gonzalez seconded. Carried unanimously.

Mr. Holtzer moved that the Financial Report be accepted as presented. Mrs. Zafonte seconded. Carried unanimously.

Mrs. Zafonte moved that the Treasurer's Report be accepted as presented. Mr. Holtzer seconded. Carried unanimously.

Mrs. Zafonte moved that the schedule of bills in the sums of \$362,978.92 and \$8,090.91 be paid as presented. Mr. Holtzer seconded. Carried unanimously.

Mrs. Zafonte moved that the Administrator's Report be approved as presented. Mr. Holtzer seconded. Carried unanimously.

Mrs. Zafonte moved the following additional bills be paid as presented:

Accounts Payable \$361,980.69

Accounts Payable – ACH \$998.23
Capital Fund \$3,803.33
Employee Benefits \$78,690.04
Supplemental \$8,090.91
Payroll #1 \$77,948.85
Payroll #2 \$82,408.44

Mr. Holtzer seconded. Carried unanimously.

Mrs. Zafonte moved that the Commack Public Library Board of Trustees vote in the affirmative for the 2026 Proposed Budget of the Suffolk Cooperative Library System. Mr. Gonzalez seconded. Carried unanimously.

Mr. Holtzer moved that the Commack Public Library Board of Trustees vote in the affirmative for Eileen Sullivan for the Suffolk Cooperative Library System Board to fill a term beginning January 7, 2026 through December 31, 2028. Mrs. Zafonte seconded. Carried unanimously.

Mrs. Zafonte moved that the Director be authorized to hire P & M Property Management to provide snow removal for the Commack Public Library. Mr. Holtzer seconded. Carried unanimously.

Mr. Gonzalez moved that the Board of Trustees accepts the resignation of Cassidy MacKnight effective October 31, 2025. Mr. Holtzer seconded. Carried unanimously.

Mrs. Zafonte moved that the Board of Trustees accept the following resolution:

BE IT RESOLVED the Board authorizes the side letter agreement with UPSEU regarding Employee Number 000358, and authorizes the Board President to sign same.

Mr. Holtzer seconded. Carried unanimously.

Mr. Holtzer moved that the Director be authorized to hire TA Commercial Service, Inc. to install a new heat exchanger on RTU-1 at a cost not to exceed \$14,502.32 after getting quotes from three other companies. Mrs. Zafonte seconded. Carried unanimously.

Mrs. Zafonte moved that the Director be authorized to hire Signs of Long Island to install a new LED Lightbox Sign on Commack Road to replace the current LED sign at a cost not to exceed \$3,539.81 after getting quotes from three other companies. Mr. Holtzer seconded. Carried unanimously.

Mr. Holtzer moved that the Board of Trustees accept the following resolution:

BE IT RESOLVED, that the Director is authorized to sell 168 gallons of sanitary flow credits to Old Field Development LLC. at the cost of \$30,000 and it is further authorized that the Library Director is hereby authorized to sign any and all documents necessary to affect this sale.

Mr. Gonzalez seconded. Carried unanimously.

The date and time of the next regular meeting is Monday, December 15, 2025 at 7:30 p.m.

Mrs. Zafonte moved to adjourn the meeting at 8:24 p.m. Mr. Gonzalez seconded. Carried unanimously.

Respectfully submitted,

Jennifer Handler