

Commack Public Library Board of Trustees

Minutes

November 20, 2013

Present: Mr. Emsig, Mr. Elvezio, Mr. Fitzgerald, Mr. Gonzalez, Mr. Hartman and Ms. Pastore

Guests: Ms. Caldararo, Commack Public Library staff member
Ms. McFall, Commack Public Library staff member
Mr. Al Coster, CPA, Baldessari and Costner L.L.P
Mr. Robert Cohen, Esq.

The Pledge of Allegiance was recited.

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

Mr. Emsig moved that executive session be taken out of order and be entered into immediately. Mr. Gonzalez seconded. Carried unanimously.

Mr. Fitzgerald moved that the Board enter executive session at 7:31 p.m. to discuss a personnel matter. Mr. Elvezio seconded. Carried unanimously.

Mr. Fitzgerald moved to adjourn executive session at 8:04 p.m. Mr. Gonzalez seconded. Carried unanimously.

Mr. Fitzgerald moved that the minutes of the October 16, 2013 meeting be approved as presented. Mr. Gonzalez seconded. 4 yeas. One abstention. Carried.

Mr. Gonzalez moved that the Financial Report be accepted as presented. Mr. Emsig seconded. Carried unanimously.

Mr. Elvezio moved that the Treasurer's Report be accepted as presented. Mr. Emsig seconded. Carried unanimously.

Mr. Gonzalez moved that the schedule of bills in the sums of \$14,229.68 and \$65,994.58 be paid as presented. Mr. Emsig seconded. Carried unanimously.

Mr. Fitzgerald moved that the Director's Report be accepted as presented. Mr. Emsig seconded. Carried unanimously.

Mr. Fitzgerald moved that Auditor's Report be taken out of order. Mr. Emsig seconded. Carried unanimously.

Mr. Emsig moved that the Commack Public Library Board of Trustees accept the 2012-2013 auditors' report submitted by Albert Coster of Baldessari and Coster LLP as presented. Mr. Elvezio seconded. Carried unanimously.

Mr. Gonzalez moved that Randall Dalal be appointed as a substitute custodian, at an hourly salary of \$11.98, effective November 11, 2013. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Elvezio moved that Danny Haupt be appointed as a substitute custodian, at an hourly salary of \$11.98, effective November 11, 2013. Mr. Emsig seconded. Carried unanimously.

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

Employee Benefits \$41,772.48
Director's Discretionary \$416.67
Capital Improvement Fund \$349.76
Payrolls \$71,111.03
 \$75,727.11
 \$71,131.55

Mr. Gonzalez seconded. Carried unanimously.

Mr. Gonzalez moved that the following policy be adopted effective December 1, 2013:

Except for certified service animals, no pets shall be brought into the library.

Mr. Elvezio seconded. Carried unanimously.

Mr. Gonzalez moved that the Director be authorized to enter into a lease agreement with Canon Solutions America to lease two (2) black & white Canon ImageRUNNER Advance 4225 copiers with single pass document feeders (scan/

print/USB/e-mail capabilities) and one Canon (1) color ImageRUNNER Advance C5240 (scan/print/USB/e-mail capabilities) and service for 60 months. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Elvezio moved that Joanne Albano and Joanne Kelleher be authorized to attend the *Young Adult Annual Author Visit and Luncheon* on Thursday, December 12, 2013 in Great River, NY at a cost not to exceed \$37.00 each plus mileage. Mr. Emsig seconded. Carried unanimously.

Mr. Gonzalez moved that the proposed budget of the Suffolk Cooperative Library System dated November 7, 2013 be approved by the Commack Public Library Board of Trustees. Mr. Emsig seconded. Carried unanimously.

Mr. Emsig that another executive session be taken out of order and be entered into immediately. Mr. Gonzalez seconded. Carried unanimously. Mr. Fitzgerald moved that the Board enter Executive session at 9:39 p.m. to discuss a personnel matter. Mr. Elvezio seconded . Carried unanimously.

Mr. Gonzalez moved that Laurie Pastore, library director be paid at an annual salary of \$140,524.00 effective July 1, 2013. Mr. Emsig seconded. Carried unainlously.

Mr. Gonzalez moved that the Director be authorized to hire a part-time account clerk at a starting salary of \$23.63 per hour. Mr. Fitzgerald seconded. Carried unanimously.

The next regular meeting is scheduled for Wednesday, December 18, 2013 at 7:30 p.m.

Mr. Emsig moved to adjourn the meeting at 9:51 p.m. Mr. Fitzgerald seconded. Carried unanimously.

Respectfully submitted,

Laurie Pastore

