

**Commack Public Library Board of Trustees**  
**Minutes**  
**November 27, 2018**

Present: Mr. Elvezio, Mr. Emsig, Mr. Fitzgerald, Mr. Gonzalez (tardy with prior excuse), Mr. Hartman and Ms. Rosenthal

Guest: Ms. Albano, Commack Public Library staff member  
Ms. Planteny, Commack Public Library staff member  
Mr. Coster, C.P.A. Baldessari & Coster LLC

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

The Pledge of Allegiance was recited.

Mr. Emsig moved that the minutes of the regular meeting of October 16, 2018 be approved as presented. Mr. Elvezio seconded. Carried unanimously.

Mr. Fitzgerald moved that the report by Mr. Coster of Baldessari & Coster LLP be taken out of order. Mr. Emsig seconded. Carried unanimously.

Mr. Fitzgerald moved that the Board enter into executive session at 7:58 p.m. to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mr. Elvezio seconded. Carried unanimously.

Mr. Fitzgerald moved that the Board re-enter into regular session at 8:25 p.m. Mr. Elvezio seconded. Carried unanimously.

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

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

Mr. Emsig moved that the schedule of bills in the sums of \$7,399.17 and \$355,453.96 be paid as presented. Mr. Fitzgerald seconded. Carried unanimously.

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

Mr. Gonzalez arrived

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

Payrolls: \$73,949.50

\$83,610.86

Capital Improvement: \$158,932.47

Employee Benefits: \$53,356.88

Mr. Gonzalez seconded. Carried unanimously.

Mr. Fitzgerald moved that Anissa Mulé and Joanne Albano be authorized to attend the Young Adult Services Division Annual December Luncheon featuring author Jen Calonita on Thursday, December 6<sup>th</sup> in East Islip, N.Y. at a cost not to exceed \$50 for members/\$55 for non-members plus mileage. Mr. Elvezio seconded. Carried unanimously.

Mr. Gonzalez moved that the registration for Heather Planteny for the Long Island Government Finance Officers Seminar that occurred on October 16, 2018 in Hauppauge NY be paid at a cost not to exceed \$90.00 plus mileage. Mr. Emsig seconded. Carried unanimously.

Mr. Elvezio moved that the Commack Public Library Board of Trustees vote in the affirmative for the 2019 Proposed Budget of the Suffolk Cooperative Library System. Mr. Emsig seconded. Carried unanimously.

Mr. Emsig moved that the Board of Trustees of the Commack Public Library accepts the independent auditor's comprehensive report for 2018 as presented. Mr. Gonzalez seconded. Carried unanimously.

Mr. Gonzalez moved that the Commack Public Library Board of Trustees vote in the affirmative for Michele Lauer-Bader for the Suffolk Cooperative Library System Board to fill a term beginning January 2, 2019 through December 31, 2021. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Gonzalez moved the following broken or obsolete equipment be sold or disposed of properly:

Lenovo Thinkpad - 8934F9U  
Dell Optiplex 755 - 9T9H2G1  
Dell Optiplex 755 - 2V9H2G1  
Dell Optiplex 755 - 8T9H2G1  
Dell Optiplex 755 - JT9H2G1  
Dell Optiplex 760 - 2ZHMYK1  
Dell Optiplex 760 - JFHMJK1  
Partner II phone system and associated phones.

Mr. Emsig seconded. Carried unanimously.

Mr. Elvezio moved that the Director be authorized to proceed with a sign cabinet to house the double sided LED signs at a cost not to exceed \$3,650.00. Price includes picking up units to bring back to shop, custom design and building aluminum cabinet and installation. Mr. Gonzalez seconded. Carried unanimously.

Mr. Gonzalez moved that Michelle Rorke be authorized to attend the Computers in Libraries Conference being held in Arlington, Virginia from March 25-28, 2019 based on the guidelines established in the Commack Public Library Bylaws. Reimbursement for registration, travel, lodging and meals and other projected expenses to be submitted at the December/January Board meeting for authorization. Mr. Emsig seconded. Carried unanimously.

Mr. Elvezio moved that Joanne Albano be appointed to the position of Assistant Library Director at an annual salary of \$90,186.00, effective immediately after Civil Service approves the promotion. Mr. Gonzalez seconded. Carried unanimously.

Mr. Gonzalez moved that the Director be authorized to hire a part-time (15 hours per week) young adult librarian at an hourly rate of \$28.05, to partially fill the vacancy created by the promotion of Joanne Albano. Mr. Elvezio seconded. Carried unanimously.

The date and time of the next regular meeting is Tuesday, December 18, 2018 at 7:30 p.m.

Mr. Gonzalez moved to adjourn the meeting at 9:04 p.m. Mr. Elvezio seconded. Carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Laurie Rosenthal". The signature is written in black ink and is positioned above the printed name.

Laurie Rosenthal