

Commack Public Library Board of Trustees
Minutes
February 12, 2019

Present: Mr. Elvezio, Mr. Fitzgerald, Mr. Hartman, Ms. Albano and Ms. Rosenthal

Absent: Mr. Emsig, with prior excuse
Mr. Gonzalez, with prior excuse

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

The Pledge of Allegiance was recited.

Mr. Elvezio moved that the minutes of the regular meeting of January 15, 2019 be approved as presented. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Fitzgerald moved that the Board enter into executive session at 7:31 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. Elvezio moved that the Board re-enter into regular session at 7:33 p.m. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Fitzgerald 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. Elvezio moved that the schedule of bills in the sums of \$6,601.83 and \$87,267.61 be paid as presented. Mr. Fitzgerald seconded. Carried unanimously.

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

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

Payrolls: \$69,329.85
 \$76,189.38
Employee Benefits: \$53,840.38
Capital Improvement: \$327.14

Mr. Fitzgerald seconded. Carried unanimously.

Mr. Fitzgerald moved that Valarie Henrichson be appointed as a substitute librarian 1 (adult services) at an hourly rate of \$25.06, effective February 13, 2019. Mr. Elvezio seconded. Carried unanimously.

Mr. Elvezio moved that Michelle Lembo be appointed to the position of Librarian 1 (Children's Services) in the young adult department at an annual salary of \$51,048.00, effective March 7, 2019. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Fitzgerald moved that Dana Radford, full-time library clerk be transferred into the processing department at her current salary, effective after the hiring of a replacement circulation clerk. Mr. Elvezio seconded. Carried unanimously.

Mr. Elvezio moved that the Director be authorized to hire a full-time clerk for the circulation desk at an annual salary of \$27,024.00 filling the vacancy created by the transfer of Dana Radford. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Elvezio moved the following resolution:

It is RESOLVED, that the Assistant Library Director is authorized to sign Purchase Orders, Civil Service documents and similar papers when 1) the Library Director is unavailable and 2) the need to execute such documents is time sensitive and cannot await the Director's return.

Mr. Fitzgerald seconded. Carried unanimously.

Mr. Fitzgerald moved that the Commack Public Library Board of Trustees approve the *Commack Public Library District Annual Report for Public and Association Libraries 2018*. Mr. Elvezio seconded. Carried unanimously.

Mr. Fitzgerald moved that the director be authorized to enter into a lease agreement with Canon Solutions America to lease one black and white Canon Imagerunner Advance C554OIV2 and one Canon color Imagerunner Advance 4545IV3 and service for sixty months through the National IPA program. Mr. Elvezio seconded. Carried unanimously.

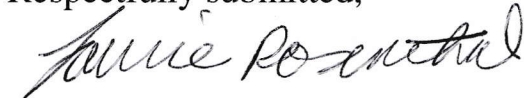
Mr. Fitzgerald moved that the proposed 2019-2020 budget in the sum of \$4,224,331.00 be adopted. Mr. Elvezio seconded. Carried unanimously.

The date and time of the next regular meeting is Tuesday, March 19, 2019 immediately following the Budget Information Meeting.

The date and time of the next special meeting, the Budget Information meeting is Tuesday, March 19, 2019 at 7:30 p.m.

Mr. Elvezio moved to adjourn the meeting at 8:21 p.m. Mr. Fitzgerald seconded. Carried unanimously.

Respectfully submitted,



Laurie Rosenthal