

Commack Public Library Board of Trustees
Approved Minutes
February 17, 2025

Present: Ms. Albano, Mr. Elvezio, Mr. Hartman, Ms. Rosenthal-Zappia and Mrs. Zafonte

Absent: Mr. Gonzalez, with prior excuse
Ms. Kugler-Bode, with prior excuse

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

The Pledge of Allegiance was recited.

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

Mrs. Zafonte moved that the Board enter into executive session at 7:32 p.m. to discuss the employment history of a particular person(s). Mr. Hartman seconded. Carried unanimously.

Mr. Hartman moved that the Board re-enter into regular session at 7:48 p.m. Mrs. Zafonte seconded. Carried unanimously.

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

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

Mrs. Zafonte moved that the schedule of bills in the sums of \$2,459.08 and \$38,981.31 be paid as presented. Mr. Hartman seconded. Carried unanimously.

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

Payroll #1 \$76,986.29
Payroll #2 \$77,309.85
Employee Benefits \$76,520.91

Mrs. Zafonte seconded. Carried unanimously.

Mr. Hartman moved that the Administrators' Report be approved as presented. Mrs. Zafonte seconded. Carried unanimously.

Mrs. Zafonte moved that Bridget Martin be removed from the substitute librarian list, effective February 17, 2025. Mr. Hartman seconded. Carried unanimously.

Mr. Hartman moved that Lauren Nill be removed from the substitute circulation clerk list, effective February 17, 2025. Mrs. Zafonte seconded. Carried unanimously.

Mrs. Zafonte moved that Logan Volpe be removed from the substitute custodian list, effective February 17, 2025. Mr. Hartman seconded. Carried unanimously.

Mrs. Zafonte moved that Margaretann Stytzer be appointed to the position of principal library clerk (circulation department) at an annual salary of \$48,039.08, effective February 27, 2025. Mr. Hartman seconded. Carried unanimously.

Mr. Hartman moved that Jenna Helton be appointed to position of a part-time circulation clerk, at an hourly salary of \$20.50, effective March 13, 2025. Mrs. Zafonte seconded. Carried unanimously.

Mrs. Zafonte moved that the Board President be authorized to sign the amendment to the agreement with Heather Planteny. Mr. Hartman seconded. Carried unanimously.

Mrs. Zafonte moved the Commack Public Library Board of Trustees accept the Commack Public Library District Annual Report for Public and Association Libraries 2024. Mr. Hartman seconded. Carried unanimously.

Mr. Hartman moved that Regina Searight be authorized to attend the 2025 American Library Association Conference being held in Philadelphia, Pennsylvania from June 26, 2025-June 30, 2025 as authorized at the January 20, 2025 meeting. Reimbursement for registration, travel, lodging and other projected expenses not to exceed \$3,400.00. Mrs. Zafonte seconded. Carried unanimously.

Mr. Hartman moved that the move that the following obsolete or item that cannot be repaired be disposed of properly:

Monitor
Dell
M/N:E177FPf
S/N:CN-OWH318-72872-710-1KUS
Circa 2007

Mrs. Zafonte seconded. Carried unanimously.

There was a first reading of the Service Animal Policy.

The date and time of the next regular meeting is Tuesday, March 25, 2025 directly following the Budget Information Meeting.

The date and time of the next special meeting is the Budget Information Meeting, Tuesday, March 25, 2025 at 7:30 p.m.

Mr. Hartman moved to adjourn the meeting at 8:28 p.m. Mrs. Zafonte seconded. Carried unanimously.

Respectfully submitted,



Joanne Albano