

Commack Public Library Board of Trustees
Minutes
March 22, 2022

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

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

Mr. Hartman called the meeting to order at 7:48 p.m.

The Pledge of Allegiance was recited.

Mr. Emsig moved that the minutes of the regular meeting held on February 16, 2022 be approved as presented. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Fitzgerald moved that the Board enter into executive session at 7:50 p.m. to discuss the employment history of particular people. Mr. Emsig seconded. Carried unanimously.

Mr. Emsig moved that the Board re-enter into regular session at 7:55 p.m. Mr. Fitzgerald seconded. Carried unanimously.

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

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

Mr. Fitzgerald moved that the schedule of bills in the sums of \$13,769.25 and \$118,828.46 be paid as presented. Mr. Emsig seconded. Carried unanimously.

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

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

Directors Discretionary \$314.36
Capital Fund \$7,005.15

Payroll # 1 \$73,182.90
Payroll #2 \$74,624.12
Employee Benefits \$55,345.84

Mr. Emsig seconded. Carried unanimously.

Mr. Emsig moved that the resignation of Brian Bonelli, part-time librarian I, be accepted effective April 6, 2022. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Fitzgerald moved Justine Rivera and Joanne Browning be authorized to attend the CLASC Membership Meeting and Dinner on April 6, 2022 in Smithtown, N.Y. at a cost not to exceed \$70.00 each plus mileage. Mr. Emsig seconded. Carried unanimously.

Mr. Fitzgerald moved that Howard Quinten Rice be appointed as a guard at an hourly salary of \$25.00, effective March 18, 2022. Mr. Emsig seconded. Carried unanimously.

Mr. Emsig moved that the Director be authorized to purchase one Lenovo ThinkCentre M90Q, Gen 2, 11MQOO2HUS Desktop Computer-Intel Core i5, 11th Gen i5-11500, Hexa-core, 2.70 Ghz, 8GB RAM, DDR4 SDRAM, 256GB M.2 PCI Express 3.0 SSD with a Samsung T700 Series 27-inch Monitor, WQHD, 75Hz, IPS Panel, HDMI Display Port at a cost not to exceed \$1,160.00. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Fitzgerald moved the following obsolete or unrepairable equipment be sold or disposed of properly:

IntelliFax 2840 Fax Machine
Fax Drum Unit DR420
Fax Toner TN 450

Mr. Emsig seconded. Carried unanimously.

Mr. Fitzgerald moved that the Director be authorized to hire a company to provide landscaping at the Commack Public Library at a cost not to exceed \$9,478.00 per year. Landscaping includes:

Weekly property maintenance (mowing, edging and blowing) April-November
Fall lawn repair-September

Fall clean-up-December
Lawn fertilization program (6 treatments)
Trimming and hedging-June and September
Planting bed maintenance and weed control
Spring clean-up-March and April
Brown and black mulch application

Mr. Emsig seconded. Carried unanimously.

Mr. Fitzgerald moved that Michelle Rorke be authorized to attend the American Library Association Conference being held in Washington D.C. from June 23, 2022-June 28, 2022 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 this meeting for authorization. Mr. Emsig seconded. Carried unanimously.

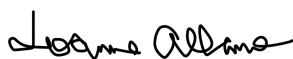
Mr. Fitzgerald moved that Michelle Rorke be authorized to attend the American Library Association Conference being held in Washington D.C. from June 23, 2022-June 28, 2022 as authorized in the previous motion. Reimbursement for registration, travel, lodging, meals and other projected expenses not to exceed \$2,000.00. Mr. Emsig seconded. Carried unanimously.

The date and time of the next special meeting, the Annual Budget Vote and Trustee Election, is Tuesday, April 5, 2022 from 9:00 a.m. – 9:00 p.m.

The date and time of the next regular meeting is Tuesday, April 19, 2022 at 7:30pm.

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

Respectfully submitted,



Joanne Albano