

Commack Public Library Board of Trustees
Approved Minutes
March 25, 2025

Present: Ms. Albano, Mr. Elvezio, Mr. Gonzalez (Virtual),
Mr. Hartman (Virtual), Ms. Rosenthal-Zappia and Mrs. Zafonte

Absent: Ms. Kugler-Bode, with prior excuse

Guest: Jennifer Handler

Mr. Elvezio called the meeting to order at 7:51 p.m.

The Pledge of Allegiance was recited.

Mrs. Zafonte moved that the minutes of the regular meeting held on February 17, 2025 be approved as presented. Mr. Hartman seconded. Carried unanimously.

Mrs. Zafonte moved that the Board enter into executive session at 7:54 p.m. to discuss the employment history of a particular person(s). Mr. Hartman seconded. Carried unanimously.

Mrs. Zafonte moved that the Board re-enter into regular session at 8:09 p.m. Mr. Gonzalez seconded. Carried unanimously.

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

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

Mr. Gonzalez moved that the schedule of bills in the sums of \$13,031.17 and \$145,043.26 be paid as presented. Mr. Hartman seconded. Carried unanimously.

Mrs. Zafonte moved the following additional bills be paid as presented:

Payroll #1 \$97,222.24
Payroll #2 \$80,057.27
Payroll #3 \$88,605.93
Employee Benefits \$70,201.28

Directors Discretionary \$1,102.87

Mr. Hartman seconded. Carried unanimously.

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

Mrs. Zafonte moved that Sean Robb be appointed to the position of page, part-time at an hourly salary of \$16.50, effective March 13, 2025 to fill the vacancy created by the promotion of Jenna Helton. Mr. Hartman seconded. Carried unanimously.

Mr. Hartman moved that Joanne Piombino-Browning be authorized to attend the Children's Librarians Association Meeting and Dinner on Thursday, April 24, 2025 in Stonybrook, N.Y. at a cost not to exceed \$85.00 plus mileage.
Mr. Gonzalez seconded. Carried unanimously.

Mr. Hartman moved that the Commack Public Library Board of Trustees approves the Service Animal Policy. Mrs. Zafonte seconded. Carried unanimously.

Mr. Hartman moved that the Commack Public Library Board of Trustees authorizes the creation of the position of the Senior Office Assistant at an annual salary of \$65,000.00, effective March 26, 2025. Mr. Gonzalez seconded. Carried unanimously.

Mrs. Zafonte moved that the Director be authorized to hire a landscaping company to provide landscaping at the Commack Public Library at a cost not to exceed \$9,920.00 per year, after seeking to get at least three quotes per our procurement policy. Landscaping includes:

Weekly property maintenance (mowing, edging and blowing parking lot and walkways)

April-November

Fall lawn repair-September

Fall clean-up-December

Lawn fertilization program (6 treatment)

Trimming and hedging (both sides of hedge along property line)-June and September

Planting bed maintenance/weed control

Spring clean-up-March/April

Brown and black mulch application (mulch applied 2 inches thick)

Spot spraying weeds on lawn on as needed basis @ \$15.00 a gallon

Mr. Hartman seconded. Carried unanimously.

Mr. Hartman moved that move that following inoperable equipment be disposed of properly:

Monitor

Dell

M/N: 1908FPb

S/N: CN-0DY840-74261-82K-550L

Circa 2008

Mrs. Zafonte seconded. Carried unanimously.

The date and time of the next regular meeting is Tuesday, April 21, 2025 at 7:30 p.m.

The date and time of the next special meeting is the Annual Budget and Trustee Election on Tuesday, April 8, 2025 from 9:00 a.m. – 9:00 p.m.

Mr. Gonzalez moved to adjourn the meeting at 8:32 p.m. Mrs. Zafonte seconded. Carried unanimously.

Respectfully submitted,

Joanne Albano

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