

**Commack Public Library Board of Trustees**  
**Unapproved Minutes**  
**April 21, 2025**

Present: Ms. Albano, Mr. Elvezio, Mr. Gonzalez, Mr. Hartman,  
Ms. Kugler-Bode and Mrs. Zafonte

Absent: Ms. Rosenthal-Zappia, with prior excuse

Guest: Jennifer Handler  
Adam Holtzer, Incoming Board of Trustees Member

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 Budget Information Meeting and the regular meeting held on March 25, 2025 be approved as presented. Mr. Gonzalez seconded. Carried unanimously.

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

Mr. Gonzalez moved that the Board re-enter into regular session at 7:51 p.m. Mr. Hartman seconded. Carried unanimously.

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

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

Ms. Kugler-Bode moved that the schedule of bills in the sums of \$9,304.48 and \$45,403.44 be paid as presented. Mr. Hartman seconded. Carried unanimously.

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

Payrolls \$79,287.59

\$79,074.39

Employee benefits: \$70,169.35

Directors discretionary: \$404.53

Mr. Gonzalez seconded. Carried unanimously.

Mr. Gonzalez moved that the Administrators' Report be approved as presented.

Ms. Kugler-Bode seconded. Carried unanimously.

Ms. Kugler-Bode moved that the retirement of Nancy Paszkiewicz, full-time librarian III be accepted, effective April 30, 2025 with much thanks for the many years of dedicated service to the Commack community. Mr. Gonzalez seconded. Carried unanimously.

Mr. Gonzalez moved that the retirement of Michael Schellderfer, full-time custodian, be accepted, effective April 30, 2025 with much thanks for the many years of dedicated service to the Commack community. Mrs. Zafonte seconded. Carried unanimously.

Ms. Kugler-Bode moved that Jennifer Handler be appointed as a full-time senior office assistant, effective June 5, 2025. Mr. Gonzalez seconded. Carried unanimously.

Mrs. Zafonte moved that the Board President be authorized to sign the memorandum of understanding with Jennifer Handler. Mr. Hartman seconded. Carried unanimously.

Mrs. Zafonte moved that Victoria Kramer be appointed as a full-time custodian at an annual salary of \$36,602.00, effective April 24, 2025 filling the vacancy created by the retirement/resignation of Michael Schellderfer. Mr. Hartman seconded. Carried unanimously.

Mrs. Zafonte moved the following motions:

BE IT RESOLVED, the Board of Trustees approves the attached JPMC Master Commercial Card Agreement, and authorizes Joanne Albano to sign same; and

BE IT FURTHER RESOLVED, the Board of Trustees authorizes Joanne Albano to sign any additional documents required to open a Chase credit card account for the Commack Public Library.

Mr. Gonzalez seconded. Carried unanimously.

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

Printer  
Canon  
M/N: Pixma 7220  
S/N: ACNX04245  
Circa 2013

Mrs. Zafonte seconded. Carried unanimously.

The date and time of the next regular meeting is Monday, May 12, 2025 at 7:30 p.m.

Mr. Gonzalez moved to adjourn the meeting at 8:23 p.m. Mrs. Zafonte seconded. Carried unanimously.

Respectfully submitted,

Joanne Albano