

**Commack Public Library Board of Trustees  
Minutes  
September 15, 2025**

Present: Ms. Albano, Mr. Elvezio, Mrs. Handler, Mr. Holtzer, Ms. Kugler-Bode, Mrs. Zafonte, Mr. Gonzalez attended remotely via phone

Guests: Commack Public Library Patron - Maria Riviello

Mr. Elvezio called the meeting to order at 7:31 p.m.

The Pledge of Allegiance was recited.

Mrs. Zafonte moved that the minutes of the regular meeting held on August 18, 2025 be approved as presented. Mr. Holtzer seconded. Carried unanimously.

Mrs. Zafonte moved that the Board enter into executive session at 7:33 p.m. to discuss the employment history of a particular person(s). Ms. Kugler-Bode seconded. Carried unanimously.

Mr. Holtzer moved that the Board re-enter into regular session at 7:47 p.m. Ms. Kugler-Bode seconded. Carried unanimously.

Public Participation:

Maria Riviello expressed support for the library staff and programs.

The board acknowledged the patron's comments.

Mr. Holtzer moved that the Financial Report be accepted as presented. Ms. Kugler-Bode seconded. Carried unanimously.

Ms. Kugler-Bode moved that the Treasurer's Report be accepted as presented. Mr. Gonzalez seconded. Carried unanimously.

Mrs. Zafonte moved that the schedule of bills in the sums of \$10,071.20 and \$47,262.07 be paid as presented. Mr. Holtzer seconded. Carried unanimously.

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

Accounts Payable \$47,262.07  
Accounts Payable ACH \$4,244.63  
Payroll #1 \$ 70,859.24  
Payroll #2 \$ 69,471.97  
Employee Benefits \$72, 007.88  
Capital Fund \$22,514.82  
Supplemental \$10,071.20

Mr. Holtzer seconded. Carried unanimously.

Mr. Holtzer moved that Annemarie Donohue be paid at an annual amount of \$8,000.00, for a period of three years as October 1, 2025 – September 30, 2028 serving as the outside treasurer of the Commack Public Library, and authorize the Board President to sign said agreement. Mrs. Zafonte seconded. Carried unanimously.

Mrs. Zafonte moved that Vivian Anskink be appointed to the position of part-time Library Clerk in the Technical Processing Department at an hourly rate of \$18.79, effective September 25, 2025. Mr. Gonzalez seconded. Carried unanimously.

Mr. Holtzer moved that the Director be authorized to purchase the software for Room Reservation and Program Management with LibraryMarket for a one-time cost not to exceed \$6,500.00 and an annual fee of \$1,500.00. Ms. Kugler-Bode seconded. Carried unanimously.

Mrs. Zafonte moved that the Director be authorized to sign the agreement with Idea Stream Marketing Inc. for a full design, development, catalog linking, mobile optimization and full ADA compliance including set up and training for a one time cost not to exceed \$8,500.00 with a monthly hosting and security fee of \$150.00. Mr. Holtzer seconded. Carried unanimously.

Ms. Kugler-Bode moved that the Director be authorized to hire TA Commercial Service, Inc. to install a new heat exchanger on RTU-2 at a cost not to exceed \$13,225.00 after getting quotes from three other companies. Mrs. Zafonte seconded. Carried unanimously.

Mr. Holtzer moved that the Commack Public Library Board of Trustees adopt the Maintenance of Public Order Policy. (Second reading waived after the unanimous vote of all trustees) Ms. Kugler-Bode seconded. Carried unanimously.

The date and time of the next regular meeting is Monday, October 20, 2025 at 7:30 p.m.

Mr. Gonzalez moved to adjourn the meeting at 8:16 p.m. Mr. Holtzer seconded. Carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jennifer Handler". The signature is written in black ink and is positioned below the typed name.

Jennifer Handler