

Commack Public Library Board of Trustees Minutes September 19, 2017

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

Absent: Mr. Gonzalez, with prior excuse

Guest: Ms. Caldararo, Commack Public Library staff member

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

The Pledge of Allegiance was recited.

Mr. Fitzgerald moved that the minutes of the regular meeting of August 15, 2017 and the special meeting of August 28, 2017 be approved as presented. Mr. Elvezio seconded. Carried unanimously.

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

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

Mr. Elvezio moved that the schedule of bills in the sums of \$6,485.39 and \$63,765.73 be paid as presented. Mr. Emsig seconded. Carried unanimously.

Mr. Elvezio 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:

Employee Benefits \$50,471.46
Payrolls \$70,979.84
 \$65,081.55
Capital Improvement Fund \$320,969.11

Mr. Emsig seconded. Carried unanimously.

Mr. Elvezio moved that the sublease agreement between Suffolk Regional Off-Track Betting Corporation and the Commack Public Library for premises at 6243 Jericho Turnpike, Commack, which would otherwise expire on October 31, 2017 be extended through November 15, 2017 with rent payable on a pro-rata basis. Mr. Emsig seconded. Carried unanimously.

Mr. Elvezio moved that the temporary license agreement between Temple Beth David and the Commack Public Library to conduct programming within the Temple be extended through the month of November 30, 2017. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Fitzgerald moved that the Sandra Dickinson's unpaid leave of absence be extended retroactively, from July 1, 2017- September 7, 2017 at which time she is retiring. Mr. Elvezio seconded. Carried unanimously.

Mr. Emsig moved that the retirement of Sandra Dickinson, part-time library clerk, be accepted effective September 7, 2017. Mr. Elvezio seconded. Carried unanimously.

Mr. Fitzgerald moved that the following motion adopted August 15, 2017:

move that the Director be authorized to hire ADT to install a security system at a cost not to exceed \$3,400.00 after obtaining at least one other quote per the Commack Public Library Procurement Policy.

be amended as follows:

moved that the Director be authorized to hire Slomins to install a security system at a cost not to exceed \$4,320.00 after obtaining at least one other quote per the Commack Public Library Procurement Policy.

Mr. Emsig seconded. Carried unanimously.

Mr. Fitzgerald moved that the Director be authorized to purchase under NYS Contract #PT63105 a Digital Library Card System(Datacard ENERGY STAR CD8000 Duplex Printer with USN, Ethernet/LCD, Datacard ID Centre Silver Software, Sierra Library System Interface, ISG CV50 with Flash Kit, on site installation and training by authorized, certified factory trained technician 12

month on-site software support, printer and camera warranty service to be performed by a data card authorized certified factory trained service technician) at a cost not to exceed \$6,764.50 per the Commack Public Library Procurement Policy. Mr. Emsig seconded. Carried unanimously.

Mr. Elvezio moved that the Director be authorized to hire a company to hire United Signal Company to install security cameras at the Commack Public Library at a cost not to exceed \$4,752.74 per the Commack Public Library Procurement Policy. Mr. Emsig seconded. Carried unanimously.

Mr. Elvezio moved that the Director be authorized to purchase a 10 x 12 wooden shed for the Commack Public Library at a cost not to exceed \$4,000.00 for materials and labor per the Commack Public Library Procurement Policy. Mr. Emsig seconded. Carried unanimously.

Mr. Elvezio moved that the Director be authorized to hire an audiovisual company to outfit and install the community room with the various audiovisual items including a 69”X110” electric screen, a ceiling mounted projector, input and output panel for all AV, rack mounted Blu-Ray player, Speaker system, control system for AV system, wireless microphone system, listening assistance System and programming of AV System at a cost not to exceed \$20,000.00 per our Commack Public Library Procurement Policy. Mr. Emsig seconded. Carried unanimously.

Mr. Emsig moved that the Director be authorized to sign a contract with National Library Relocations for the packing, relocation, reshelving and interfiling of collections, from the temporary library, to the new, renovated Commack Public Library at a cost not to exceed \$19,445.00 per our Commack Public Library Procurement Policy. Mr. Fitzgerald seconded. Carried unanimously.

Mr Emsig moved that the Commack Public Library Board of Trustees authorizes the Director to sign CO#28 (Stalco) ADDITIONAL WALL AND REBAR STAIR C at a cost not to exceed \$10,679.13. Mr. Elvezio seconded. Carried unanimously.

Mr. Emsig moved that the Commack Public Library Board of Trustees authorizes the Director to sign CO#31(Stalco) EXTERIOR MASONRY REPAIR at a cost not to exceed \$15,750.00. Mr. Elvezio seconded. Carried unanimously.

Mr. Elvezio moved that the Commack Public Library Board of Trustees authorizes the Director to sign CO # 1 (Rolands) Primary Electrical Service to Library at a cost not to exceed \$17,540.00. Mr. Emsig seconded. Carried unanimously.

Mr. Fitzgerald moved that Christine Diana be appointed to the position of part-time page (currently seasonal/sub) at an hourly salary of \$10.50, effective August 26, 2017. Mr. Emsig seconded. Carried unanimously.

Mr. Elvezio moved that Joanne Albano and Anissa Mule be authorized to attend *Lit-Fest: A Celebration of Literature for Children and Young Adults* on October 12, 2017 in Garden City, NY at a cost not to exceed \$90.00 each plus mileage. Mr. Emsig seconded. Carried unanimously.

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

Dell Optiplex GX260 - s/n 3H1V321

Dell Optiplex 210L - s/n HMQ9V91

Dell Optiplex 320 - s/n 8TMX5D1

Dell Optiplex 320 - s/n 28DWQC1

Dell Optiplex 320 - s/n F7DWQC1

Dell Optiplex GX520 - s/n 5ZT3981

Dell Optiplex GX520 - s/n 9PVK291

Dell Optiplex GX520 - s/n 7PVK291

Dell Optiplex GX520 - s/n 5PVK291

Dell Optiplex 745 - s/n CJYY5D1

Dell Optiplex 745 - s/n 2KYY5D1

Compaq Desk Pro - s/n M200458

Miscellaneous shelving
Shopping cart
Puppet theater
Lucite frames
Bean bag chairs
Miscellaneous broken or obsolete items

Mr. Elvezio seconded. Carried unanimously.

The date of the next regular meeting is Tuesday, October 17, 2017 at 7:30 p.m. at 18 Hauppauge road, Commack, N.Y.

Mr. Emsig moved to adjourn the meeting at 8:23 p.m. Mr. Fitzgerald seconded. Carried unanimously.

Respectfully submitted,

Laurie Rosenthal
Director