

Commack Public Library Board of Trustees
Unapproved Minutes
September 20, 2022

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

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

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

The Pledge of Allegiance was recited.

Mr. Fitzgerald moved that the minutes of reorganization meeting and the minutes of the regular meeting held on August 16, 2022 be approved as presented. Mr. Elvezio seconded. Carried unanimously.

Mr. Fitzgerald moved that the Board enter into executive session at 7:32 p.m. to discuss pending and current litigation and employment history of particular persons. Mr. Elvezio seconded. Carried unanimously.

Mr. Fitzgerald moved that the Board re-enter into regular session at 7:41 p.m. Mr. Elvezio seconded. Carried unanimously.

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

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

Mr. Fitzgerald moved that the schedule of bills in the sums of \$12,975.24 and \$110,460.49 be paid as presented. Mr. Elvezio seconded. Carried unanimously.

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

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

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

Capital Fund \$11,300.00
Payroll 1 \$84,293.06
Payroll 2 \$70,370.48
Employee Benefits \$56,249.50

Mr. Elvezio seconded. Carried unanimously.

Mr. Fitzgerald moved the following resolution:

BE IT RESOLVED, that the Director is authorized to sell 90 gallons of sanitary flow at a cost of \$15,000.00 to Brian McGunnigle and it is further authorized that the Library Director is hereby authorized to sign any and all documents necessary to affect this sale.

Mr. Elvezio seconded. Carried unanimously.

Mr. Elvezio moved that the Director be authorized to purchase two LED signs with installation at a cost not to exceed \$18,800.00 in materials and \$3,800.00 in labor after seeking to get the required number of quotes per the Commack Public Library procurement policy. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Elvezio moved that the Director be authorized to have the Commack Public Library parking lot repaired, resealed and relined at a cost not to exceed \$20,000.00 in materials and labor after seeking to get the required number of quotes per the Commack Public Library procurement policy. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Elvezio moved that the Director be authorized to contract with Elmer L. Henn Inc. Building Contractors for minor renovations in the administrative offices at a cost not to exceed \$8,699.00, after seeking to get the required number of quotes per the Commack Public Library procurement policy. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Elvezio moved that the resignation of Rachel Lupinacci, part-time children's librarian, be accepted effective October 31, 2022. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Fitzgerald moved that Rachel Lupinacci be appointed to the position of a substitute children's librarian, effective November 1, 2022 at an hourly salary of \$25.06. Mr. Elvezio seconded. Carried unanimously.

Mr. Elvezio moved that John Flanagan be appointed to the position of part-time security guard at an hourly salary of \$25.00, effective October 1, 2022. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Elvezio moved that the Director be authorized to commence the process to hire a full-time youth services librarian I or librarian trainee that will work in both the children's and young adult department at an annual salary of \$54,270.00 (trainee \$49,245.00), effective immediately. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Elvezio moved that Joanne Albano be authorized to attend the New York Library Association Conference being held in Saratoga Springs NY from November 2, 2022 - November 5, 2022 based on the guidelines established in the Commack Public Library Board of Trustee bylaws. Reimbursement for registration, travel, lodging, meals and other projected expenses to be submitted at this board meeting for authorization. Mr. Fitzgerald seconded. Carried unanimously.

Mr. Fitzgerald moved that Joanne Albano be authorized to attend the New York Library Association Conference being held in Saratoga Springs, New York from November 2-5, 2022 as authorized in the previous motion. Reimbursement for registration, travel, lodging, meals and other projected expenses to not exceed \$1,300.00. Mr. Elvezio seconded. Carried unanimously.

Mr. Fitzgerald moved that the Commack Public Library Board of Trustees accept the proposed amendments to the Suffolk Cooperative Library System Resource Sharing Code as outlined in the memorandum dated September 13, 2022. Mr. Elvezio seconded. Carried unanimously.

The date and time of the next regular meeting is Tuesday, October 18, 2022 at 7:30 p.m.

Mr. Fitzgerald moved to adjourn the meeting at 8:17 p.m. Mr. Elvezio seconded. Carried unanimously.

Respectfully submitted,



Joanne Albano