

**Commack Public Library Board of Trustees  
Minutes  
September 21, 2011**

Present: Mrs. Alexander, Mr. Emsig, Mr. Hartman, and  
Mrs. Pastore  
Absent: Mr. Sassano and Mr. Fitzgerald, with prior excuse  
Guest: Ms. Caldararo, Commack Public Library staff member

Mr. Hartman called the meeting to order at 7:35 p.m.

The Pledge of Allegiance was recited.

Mr. Emsig moved that the minutes of the August 17, 2011 meeting be accepted as presented. Mrs. Alexander seconded. Carried unanimously.

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

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

Mr. Emsig moved that the schedule of bills in the sums of \$1,110,978.46 and \$55,169.91 be paid as presented. Mrs. Alexander seconded. Carried unanimously.

Mr. Emsig moved that the Director's Report be accepted as presented. Mrs. Alexander seconded. Carried unanimously.

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

Payroll: \$80,792.97  
          \$75,501.27  
          \$73,046.83  
Employee Benefits: \$39,322.25

Capital Fund: \$2,228.31  
Director's Discretionary: \$5,000.00

Mrs. Alexander seconded. Carried unanimously.

Mrs. Alexander moved that the Commack Public library be authorized to apply for a public library construction grant, effective September 9, 2011. Mr. Emsig seconded. Carried unanimously.

Mr. Emsig moved that the application and accompanying documents for a public library construction grant be administered in accordance with the requirements of Education Law 273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioners Regulations 90.12. Mrs. Alexander seconded. Carried unanimously.

Mrs. Alexander moved that Theresa McFall be authorized to attend the Government Finance Officers Association Fall seminar on October 5, 2011 in Great River, N.Y. at a cost not to exceed \$85.00 (includes lunch) plus mileage. Mr. Emsig seconded. Carried unanimously.

Mr. Emsig moved that Joanne Kelleher be reimbursed \$65.00 (includes registration and lunch) for her attendance at BOOKfest@Bankstreet on Saturday, October 29, 2011 in New York City. Mrs. Alexander seconded. Carried unanimously.

Mr. Emsig moved that Suzanne McGuire be authorized to attend the Reference and Adult Services Divisions' meeting and dinner on October 6, 2011 in East Setauket, N.Y. at a cost not to exceed \$32.50 plus mileage. Mrs. Alexander seconded. Carried unanimously.

Mrs. Alexander moved that the Director be authorized to hire Aesco Security Systems to furnish and install one Knox Box at a cost not to exceed \$400.00. Mr. Emsig seconded. Carried unanimously.

Mr. Emsig moved that the Director be authorized to hire Aesco Security Systems to upgrade the library's fire alarm system to an "addressable" type system at a cost not to exceed \$4,000.00. This installation would include replacing sixteen smoke detectors, two heat detectors, two duct detectors and five pull stations with new addressable models. As part of the upgrade they will conduct a full test for compliance, generate a fire test log book as well as create a diagram of room

names, smoke detector locations and zones for both the Library and the fire department. Mrs. Alexander seconded. Carried unanimously.

Mrs. Alexander moved that the Director be authorized to have the circulation desk resurfaced and modified at a cost not to exceed \$5,050.00 in labor costs plus materials after getting estimates from at least two different companies. Mr. Emsig seconded. Carried unanimously.

Mrs. Alexander moved that the Director be authorized to create the position of Business Manager in the bookkeeping department. Mr. Emsig seconded. Carried unanimously.

The next regular meeting is scheduled for Wednesday, October 19, 2011 at 7:30 p.m.

Mr. Emsig moved that the meeting be adjourned at 8:16 p.m. Mrs. Alexander seconded. Carried unanimously.

Respectfully submitted,

Laurie Pastore