

Commack Public Library Board of Trustees
Reorganization Meeting Minutes
July 14, 2025

Present: Ms. Albano, Mr. Elvezio, Mrs. Handler, Mr. Holtzer, Ms. Kugler-Bode, Mrs. Zafonte, Mr. Gonzalez entered the meeting remotely via phone at 7:36 p.m.

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

The Pledge of Allegiance was recited.

Mr. Holtzer took the Oath of Office.

Mr. Elvezio nominated Mr. Elvezio for the seat of President of the Board of Trustees.

Mrs. Zafonte moved that Dominick Elvezio be appointed as President of the Board of Trustees. Ms. Kugler-Bode seconded. Carried unanimously.

Mr. Elvezio assumed the role of President.

Mrs. Zafonte nominated Ms. Kugler-Bode for the seat of Vice President of the Board of Trustees.

Mr. Holtzer moved that Rona I. Kugler-Bode be appointed as Vice President of the Board of Trustees. Mr. Elvezio seconded. Carried unanimously.

Ms. Kugler-Bode nominated Mrs. Zafonte for the seat of Finance Officer of the Board of Trustees.

Mr. Elvezio moved that Christine Zafonte be appointed as Finance Officer of the Board of Trustees. Mr. Gonzalez seconded. Carried unanimously.

Mr. Holtzer moved that Jennifer Handler, Senior Office Assistant be appointed to the position of recording secretary for the fiscal year 2025-2026. Ms. Kugler-Bode seconded. Carried unanimously.

Ms. Kugler-Bode moved that the Directors Discretionary Fund be set at \$5,000.00 for the fiscal year 2025-2026. Mrs. Zafonte seconded. Carried unanimously.

Mrs. Zafonte moved that \$4,912.73 be transferred from the General Fund to the Director's Discretionary Fund to equal the amount of \$5,000.00 as established at the reorganization meeting. Ms. Kugler-Bode seconded. Carried unanimously.

Ms. Kugler-Bode moved that the Director's expenses for local conferences and related professional expenses be set at \$500.00 for the fiscal year 2025-2026. Mr. Gonzalez seconded. Carried unanimously.

Mrs. Zafonte moved that for fiscal year 2025-2026 that the *Long Islander* and the *Commack News* are designated as the newspapers in which legal notices pertaining to the Library's budget vote and trustee election will appear and for all other required legal notices. Ms. Kugler-Bode seconded. Carried unanimously.

Mrs. Zafonte moved that Baldassari and Coster LLP be reappointed as the auditor for the Commack Public Library for the fiscal year ending 2024 audit related services in accordance with generally accepted principles and GASB 45, at a cost not to exceed \$14,000.00. Additional audit time (if needed) related to the Capital Fund will be based on the firm's hourly rates. Ms. Kugler-Bode seconded. Carried unanimously.

Ms. Kugler-Bode moved that Robert Cohen, Esq. and Mara Harvey Esq. of Bond, Schoeneck and King be reappointed as general counsel for the fiscal year 2025-2026 at a monthly retainer of \$450.00. Mrs. Zafonte seconded. Carried unanimously.

Mrs. Zafonte moved that Bond, Schoeneck and King be reappointed as labor counsel per the contract dated November 22, 2022 through December 31, 2025. Ms. Kugler-Bode seconded. Carried unanimously.

Ms. Kugler-Bode moved that the following banks be designated as the official depositor banks for the funds of the Commack Public Library during fiscal year 2025-2026:

Chase and TD Bank

Mrs. Zafonte seconded. Carried unanimously.

Mr. Gonzalez moved that the following Petty Cash Fund be established for the Commack Public Library for fiscal year 2025-2026:

Petty Cash Fund in the amount of \$500.00

Mrs. Zafonte seconded. Carried unanimously.

Ms. Kugler-Bode moved that Annmarie Donohue continue as outside treasurer at an annual amount of \$6,500.00 per year for a period of three years from October 1, 2022 through September 30, 2025 as per the motion dated August 16, 2022. Mrs. Zafonte seconded. Carried unanimously.

Ms. Kugler-Bode moved that the Board of Trustees accept the following resolution:

BE IT RESOLVED, upon the recommendation of the Library Director, the Board of Trustees provides that for the 2025-2026 fiscal year all funds (less \$100) be transferred at the end of each month from Chase Bank "Square Account" to Chase Bank General Fund Account

Mrs. Zafonte seconded. Carried unanimously.

The date and time of the next regular meeting is Monday, July 14, 2025 immediately following this reorganization meeting.

Ms. Kugler-Bode moved to adjourn the meeting at 7:54 p.m. Mr. Gonzalez seconded. Carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jennifer Handler".

Jennifer Handler