

MINUTES
CONNETQUOT PUBLIC LIBRARY
REORGANIZATION & REGULAR MEETING OF THE
BOARD OF TRUSTEES

July 8, 2021
6:00 pm

760 Ocean Avenue
Bohemia, NY 11716

I. Call to Order

There being a quorum, the meeting was called to order at: 6:01 pm by Mrs. Schmidt.

II. Roll Call

Board of Trustees members present were: Mrs. Kathleen Schmidt, President; Mrs. Dorothy Roman, Vice President; Mrs. Susan Furfaro, Trustee; Mr. George Kreuzer, Trustee; Mrs. Elizabeth Savit, Trustee.

Also present was: Mrs. Kimberly DeCristofaro, Executive Director; Dr. Jason Ladick, Director of Operations.

III. Oath of Office for Newly Elected Trustees

The oath was administered to Kathleen Schmidt for the term covering July 1, 2021 – June 30, 2026 at the June 10, 2021 Regular Meeting of the Board of Trustees.

IV. Nominations and Elections of Officers

Motion by Mr. Kreuzer, seconded by Mrs. Furfaro to accept the following slate of officers for 2021-2022: Mrs. Dorothy Roman, President; Mrs. Susan Furfaro, Vice President; and Mrs. Elizabeth Savit, Secretary Treasurer. Carried 5-0.

V. Appointments of Treasurer and Deputy Treasurer

Motion by Mrs. Roman, seconded by Mr. Kreuzer to appoint Mrs. Janet Kowal Treasurer, and Mrs. Melissa Greek as Deputy Treasurer for 2021-2022. Carried 5-0.

VI. Appointment of Executive Director

Motion by Mrs. Furfaro, seconded by Mrs. Savit to appoint Mrs. Kimberly DeCristofaro as Executive Director for 2021-2022. Carried 5-0.

VII. Appointment of Legal Firm

Motion by Mrs. Roman, seconded by Mr. Kreuzer to appoint the legal firm of *Hamburger, Maxson, Yaffe, & Martingale* with Andrew Martingale, Esq. as Library Attorney as per engagement letter for 2021-2022. Carried 5-0.

VIII. Appointment of Accounting Firm

Motion by Mrs. Savit, seconded by Mrs. Roman to appoint the Accounting Firm of *Bayside CPA PLLC* with Toni Wu, CPA as Library Accountant as per engagement letter for 2021-2022. Carried 5-0.

IX. Affirmation of Financial Management Policy (Policy 900-10)

Motion by Mrs. Roman, seconded by Mr. Kreuzscher to affirm the Financial Management Policy (900-10). Carried 5-0.

X. Affirmation of Procurement Policy (Policy 900-50)

Motion by Mr. Kreuzscher, seconded by Mrs. Roman to affirm the Procurement Policy (900-50). Carried 5-0.

XI. Affirmation of Investment Policy (Policy 900-30)

Motion by Mrs. Savit, seconded by Mr. Kreuzscher to affirm the Investment Policy (900-30). Carried 5-0.

XII. Establishment of Bank Depositories and Funds as Necessary

Motion by Mr. Kreuzscher, seconded by Mrs. Roman to establish the following Bank Depositories and funds necessary for 2021-2022: People's United Bank for the maximum amount of \$4,000,000 and TD Bank for the maximum amount of \$1,000,000. The Treasurer and Deputy Treasurer will be signatories. Carried 5-0.

XIII. Selection of Newspapers to be Utilized for Public Notices

Motion by Mrs. Roman, seconded by Mrs. Furfaro to select *Ronkonkoma Review* and *Suffolk County News* as the newspapers to be utilized for public notices for 2021-2022. Carried 5-0.

XIV. Establishment of Regular Meetings of the Board of Trustees for 2021-2022 Fiscal Year

Motion by Mrs. Roman, seconded by Mr. Kreuzscher to accept the dates of the regular meetings of the Board of Trustees for 2021-2022 as presented. Carried 5-0.

XV. Adjournment of Reorganization Meeting

Motion by Mrs. Furfaro, seconded by Mrs. Savit to adjourn the Reorganization meeting at 6:08 pm. Carried 5-0.

XVI. Call to Order for Regular Meeting

There being a quorum, the meeting was called to order at: 6:08 pm by Mrs. Roman.

XVII. Disposition of Minutes

Motion by Mrs. Furfaro, seconded by Mrs. Schmidt to accept the minutes as presented of the June 10, 2021 regular meeting of the Board of Trustees. Carried 5-0.

XVIII. Financial Reports

Motion by Mrs. Savit, seconded by Mrs. Schmidt to approve the Financial Reports for June 30, 2021. Carried 5-0.

XIX. Schedule of Claims

Motion by Mrs. Schmidt, seconded by Mrs. Savit to approve the Schedule of Claims dated July 8, 2021 equaling the total \$378,940.37. Carried 5-0.

XX. Report of the Executive Director and Committee Reports

- a. The 2022 closing dates were reviewed.

- b. Received a refund from NYS Department of Labor Unemployment Insurance for \$16,348.83 for claims paid on 9/11/2020 and 11/13/2020, which was added to account *Reserve for Unemployment (700)*.
- c. Motion by Mrs. Schmidt, seconded by Mr. Kreuzscher, to approve the revision of the Public Meeting Room Use Policy (700-40a). Carried 5-0.
- d. Motion by Mrs. Schmidt, seconded by Mr. Kreuzscher to approve the following budget line adjustments effective June 30, 2021. Carried 5-0.

ID	Account Description	Budget	(From)/To	Adjusted Budget
410C2	Internet Service Provider	4,000.00	2,500.00	6,500.00
410C3A	Software Service	22,000.00	10,000.00	32,000.00
410C3C	Software Support	14,000.00	2,000.00	16,000.00
410C5	Integrated Library System	82,000.00	6,000.00	88,000.00
410C6	Digital – Collections	133,372.00	50,000.00	183,372.00
74102	Salaries – Overtime – Sunday	70,000.00	(70,000.00)	0.00
410C	Books – Reference	6,000.00	(500.00)	5,500.00
431A	Utilities - Telecommunication	9,000.00	4,000.00	13,000.00
450B	Utilities – Electric	145,000.00	(4,000.00)	141,000.00
434	Service – Printing	24,000.00	9,500.00	33,500.00
410A	Books – Adult	110,000.00	(9,500.00)	100,500.00
451	Supplies – Custodial	19,000.00	10,000.00	29,000.00
430A	Supplies – General	32,000.00	(10,000.00)	22,000.00
454B	Building Insurance	52,000.00	2,000.00	54,000.00
469B	Building Contracts – Parking	20,000.00	4,000.00	24,000.00
469C	Building Contracts - Grounds	13,000.00	4,000.00	17,000.00
469H	Building Contracts – Other	7,000.00	1,500.00	8,500.00
452D	Building Repairs – Other	45,000.00	(11,500.00)	33,500.00
469I	Professional – Payroll	24,000.00	2,000.00	26,000.00
469J	Professional – Security	62,000.00	9,000.00	71,000.00
74101C	Salaries – Clerical – F/T	572,000.00	(11,000.00)	561,000.00
74101B	Salaries Professional - P/T	256,000.00	9,000.00	265,000.00
74101G	Salaries Custodial - F/T	163,000.00	16,000.00	179,000.00
74101F	Salaries Page – P/T	166,000.00	(25,000.00)	141,000.00
74102	Equipment – Office	10,000.00	12,000.00	22,000.00
74102A	Equipment – Computer	40,000.00	(12,000.00)	28,000.00
90108	Benefits – NYSLRS	430,000.00	3,000.00	433,000.00

90408	Benefits – Workers Comp	32,000.00	3,000.00	35,000.00
90560	Benefits – PFL	5,000.00	6,000.00	11,000.00
90608	Benefits – Medical Employer	620,000.00	(12,000.00)	608,000.00
		3,187,372.00		3,187,372.00

XXI. Communications

- a. Carole Kane’s letter of appreciation for Jesse Reinard’s technology help and the library’s response.

XXII. Old Business

XXIII. New Business

- a. Kathy Schmidt was thanked for serving for first time as President of the Board for 2020-2021.

XXIV. Public Comment

XXV. Announcements

- a. The next scheduled Regular Meeting of the Board of Trustees will be Thursday, August 12, 2021 at 6 pm.

XXVI. Adjournment

- a. Motion by Mrs. Schmidt, seconded by Mr. Kreuzscher to adjourn at 6:25 pm. Carried 5-0.

Trustee

Date

Trustee

Date

Trustee

Date