

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

July 17, 2025
6:00 pm

760 Ocean Avenue
Bohemia, NY 11716

- I. Call to Order for the Reorganization Meeting**
- II. Roll Call**
- III. Oath of Office for Newly Elected Trustees**
 - a. The oath was administered to Mrs. Poisant on June 16, 2025 for the term covering July 1, 2025– June 30, 2030.
 - b. The oath was administered to Mrs. Savit on June 16, 2025 for the term covering July 1, 2025 – June 30, 2028.
- IV. Nominations and Elections of Officers**
 - a. Motion is needed to nominate and appoint the President, Vice President and Secretary Treasurer for 2025-26.
- V. Appointment of Treasurer and Deputy Treasurer**
 - a. Motion is needed to appoint Mrs. Janet Kowal as Treasurer, and Mrs. Melissa Greek as Deputy Treasurer for 2025-26.
- VI. Appointment of Library Director as Officer**
 - a. Motion is needed to appoint Kimberly DeCristofaro as Executive Director for 2025-26 at salary.
- VII. Appointment of Legal Firm**
 - a. Motion is needed to appoint the legal firm of *Quatela Chimeri, PLLC*, with Andrew Martingale, Esq. as Library Attorney for 2025-26 as per annual retainer dated July 7, 2025.
- VIII. Appointment of Accounting Firm**
 - a. Motion is needed to appoint *Bayside CPA* with Toni Wu, CPA as library accountant as per engagement letter for 2025-26.
- IX. Affirmation of Financial Management Policy (900-10)**
 - a. Motion is needed to affirm *Financial Management Policy (900-10)*.
- X. Affirmation of Procurement Policy (900-50)**
 - a. Motion is needed to affirm *Procurement Policy (900-50)*.
- XI. Approval of Revised Investment Policy (900-30)**
 - a. Motion is needed to affirm *Investment Policy (900-30)*.

XII. Establishment of Bank Depositories and Funds as Necessary

- a. Motion is needed to establish *M&T Bank* for a maximum amount of \$4,500,000 and *TD Bank* for a maximum amount of \$1,000,000 with the Treasurer and Deputy Treasurer as signatories for 2025–26.

XIII. Selection of Newspapers to be Utilized for Public Notices

- a. Motion is needed to select the *Islip Messenger* and the *Suffolk County News* as the newspapers to be utilized for public notices for 2025-26.

XIV. Establishment of Regular Meetings of the Board of Trustees for the 2025-26 Fiscal Year

- a. Motion is needed to approve the dates for the Regular Meetings of the Board of Trustees for 2025-26.

XV. Adjournment of Reorganization Meeting

XVI. Call to Order for Regular Meeting

XVII. Disposition of Minutes

XVIII. Financial Reports

XIX. Schedule of Claims

XX. Report of the Library Director and Committee Reports

- a. Review the 2026 closing dates.
- b. *Suffolk County Industrial Development Agency* issued the library a second payment in lieu of taxes (PILOT) for \$30,637.71 for a total of \$61,275.27 for this fiscal year.
- c. Connetquot Central School District has issued the library its portion of a payment in lieu of taxes (PILOT) from the *Town of Islip IDA* equaling \$113,558.20 for this past fiscal year.
- d. Motion is needed to approve the following budget line adjustments, as presented, effective June 30, 2025:

ID	Account Description	Budget	(From)/To	Adjusted Budget
410A	Books – Adult	95,000.00	(26,000.00)	69,000.00
410B	Books – Children	40,000.00	(18,000.00)	22,000.00
420C	Software Service	50,000.00	5,000.00	55,000.00
430A	Supplies-General	32,000.00	3,000.00	35,000.00
430B	Supplies – Computer	15,000.00	6,000.00	21,000.00
434B	Service – Printing	44,000.00	8,000.00	52,000.00
437A	Professional – Accountant	20,000.00	3,000.00	23,000.00
450B	Utilities – Electric	152,000.00	(45,000.00)	107,000.00
452A	Building Repairs – Electrical	10,000.00	(7,000.00)	3,000.00

452C	Building Repairs – HVAC	12,000.00	(8,000.00)	4,000.00
452D	Building Repairs – Other	45,000.00	(36,000.00)	9,000.00
458C	Building Contracts – Parking	20,000.00	(6,000.00)	14,000.00
469F	Building Contracts – Cleaning	20,000.00	(16,000.00)	4,000.00
469J	Professional – Security	71,000.00	9,000.00	80,000.00
741A	Salaries Professional – F/T	1,849,000.00	179,000.00	2,028,000.00
741B	Salaries Professional – P/T	330,000.00	(155,000.00)	175,000.00
741C	Salaries Clerical – F/T	425,000.00	(45,000.00)	380,000.00
741D	Salaries Clerical – P/T	185,000.00	5,000.00	190,000.00
741F	Salaries Pages – P/T	143,000.00	(14,000.00)	129,000.00
741G	Salaries Custodial – F/T	269,000.00	8,000.00	277,000.00
741K	Salaries Overtime – Sunday	76,000.00	4,000.00	80,000.00
900A	Events/Class – Adult	160,000.00	70,000.00	230,000.00
901A	Events/Class – Adult Supplies	25,000.00	3,000.00	28,000.00
901B	Events/Class – Child Supplies	45,000.00	(10,000.00)	35,000.00
901D	Events/Class – Discount Ticket	32,000.00	37,000.00	69,000.00
9108	Benefits – NYSLRS	450,000.00	12,000.00	462,000.00
9308	Benefits – FICA	245,000.00	14,000.00	259,000.00
968A	Benefits – Medicare	102,000.00	(13,000.00)	89,000.00
968C	Benefits – Medical Employer	738,000.00	33,000.00	771,000.00

- e. Motion is needed to approve the quote from *Thermal Solutions* for the furnishing and installation of a Trane 12.5-ton HVAC unit to replace the failing unit in Community Room South. This purchase will be designated as an emergency procurement.
- f. Motion is needed to authorize the transfer of \$42,500 from Assigned Fund 909D – *HVAC Repair & Replace*, to cover the cost of the HVAC unit replacement.
- g. Motion to approve *Policy 700-10 – Public Behavior Policy*, formerly titled Maintenance of Public Order on Library Property.
- h. Motion is needed to approve the following employment appointments, promotions, and/or separations:
 - i. Alexis Kateridge – Resigned as Librarian I (F/T) effective 7/5/2025.
 - ii. Joanna Engley – Appointed as Library Clerk (F/T) effective 7/21/2025.

XXI. Communications

XXII. Old Business

XXIII. New Business

XXIV. Public Comment

XXV. Announcements

- a. The next scheduled Regular Meeting of the Board of Trustees will be Thursday, August 14, 2025 at 6 pm.

XXVI. Adjournment