

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

**July 7, 2022**  
**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. Roman.

**II. Roll Call**

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

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 Mr. George Kreuzer for the term covering July 1, 2022 – June 30, 2027.

**IV. Nominations and Elections of Officers**

Motion by Mrs. Schmidt, seconded by Mr. Kreuzer to accept the following slate of officers for 2022-2023: Mrs. Dorothy Roman, President; Mrs. Elizabeth Savit, Vice President; and Mrs. Susan Furfaro, Secretary Treasurer. Carried 5-0.

**V. Appointments of Treasurer and Deputy Treasurer**

Motion by Mrs. Schmidt, seconded by Mr. Kreuzer to appoint Mrs. Janet Kowal as Treasurer, and Mrs. Melissa Greek as Deputy Treasurer for 2022-2023. Carried 5-0.

**VI. Appointment of Executive Director**

Motion by Mrs. Furfaro, seconded by Mrs. Schmidt to appoint Mrs. Kimberly DeCristofaro as Executive Director for 2022-2023. Carried 5-0.

**VII. Appointment of Legal Firm**

Motion by Mrs. Savit, 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 2022-2023. Carried 5-0.

**VIII. Appointment of Accounting Firm**

Motion by Mrs. Schmidt, seconded by Mrs. Furfaro to appoint the Accounting Firm of *Bayside CPA PLLC* with Toni Wu, CPA as Library Accountant as per engagement letter for 2022-2023. Carried 5-0.

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

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

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

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

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

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

**XII. Establishment of Bank Depositories and Funds as Necessary**

Motion by Mrs. Furfaro, seconded by Mrs. Schmidt to establish the following Bank Depositories and funds necessary for 2022-2023: 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 to be Utilized for Public Notices**

Motion by Mrs. Schmidt, seconded by Mr. Kreuscher to select *Islip Messenger* and *Suffolk County News* as the newspapers to be utilized for public notices for 2022-2023. Carried 5-0.

**XIV. Establishment of Regular Meetings of the Board of Trustees for 2022-2023 Fiscal Year**

Motion by Mrs. Savit, seconded by Mr. Kreuscher to accept the dates of the regular meetings of the Board of Trustees for 2022-2023 as presented. Carried 5-0.

**XV. Adjournment of Reorganization Meeting**

Motion by Mrs. Furfaro, seconded by Mrs. Schmidt to adjourn the Reorganization meeting at 6:12 pm. Carried 5-0.

**XVI. Call to Order for Regular Meeting**

There being a quorum, the meeting was called to order at: 6:12 pm by Mrs. Roman.

**XVII. Disposition of Minutes**

Motion by Mrs. Furfaro, seconded by Mrs. Savit to accept the minutes as presented of the June 9, 2022 regular meeting of the Board of Trustees. Carried 5-0.

**XVIII. Financial Reports**

Motion by Mr. Kreuscher, seconded by Mrs. Savit to approve the Financial Reports for June 30, 2022. Carried 5-0.

**XIX. Schedule of Claims**

Motion by Mrs. Savit, seconded by Mr. Kreuscher to approve the Schedule of Claims dated July 7, 2021 equaling the total \$378,940.37. Carried 5-0.

**XX. Report of the Executive Director and Committee Reports**

- a. The 2023 closing dates were reviewed.

- b. Motion by Mr. Kreuzer, seconded by Mrs. Schmidt to accept the standard mileage rate issued by the IRS effective July 1, 2022 for the use of a car of 62.5 cents per mile driven, an increase from 58.5 cents. Carried 5-0.
- c. Motion by Mr. Kreuzer, seconded by Mrs. Savit to approve the following budget line adjustments effective June 30, 2022. Carried 5-0.

<b>ID</b>	<b>Account Description</b>	<b>Budget</b>	<b>(From)/To</b>	<b>Adjusted Budget</b>
410A	Books – Adult	106,000.00	(27,000.00)	79,000.00
410B	Books – Children	50,000.00	(19,000.00)	31,000.00
410C1	Digital – Reference	55,000.00	(8,000.00)	47,000.00
410C3A	Software Service	23,000.00	12,000.00	35,000.00
410C5	Integrated Library System	88,000.00	2,000.00	90,000.00
412E	Audiobooks	15,000.00	(5,000.00)	10,000.00
433	Service – Postage	13,500.00	2,000.00	15,500.00
434	Service – Printing	31,000.00	10,000.00	41,000.00
435B	Travel – Expenses	6,000.00	(5,000.00)	1,000.00
437B	Professional – Attorney	5,000.00	2,000.00	7,000.00
452A	Building Repairs – Electrical	10,000.00	(9,000.00)	1,000.00
452D	Building Repairs – Other	45,000.00	(20,000.00)	25,000.00
452E	Facility Renovations	227,000.00	152,000.00	379,000.00
454B	Building Insurance	53,000.00	3,000.00	56,000.00
469A	Building Contracts – Trash	5,500.00	2,000.00	7,500.00
469I	Professional – Payroll	24,000.00	2,000.00	26,000.00
74101A	Salaries Professional – F/T	1,616,000.00	(20,000.00)	1,596,000.00
74101B	Salaries Professional – P/T	295,000.00	16,000.00	311,000.00
74101C	Salaries Clerical – F/T	480,000.00	(50,000.00)	430,000.00
74101D	Salaries Clerical – P/T	255,000.00	(50,000.00)	205,000.00
74101F	Salaries Page – P/T	145,000.00	(12,000.00)	133,000.00
74101G	Salaries Custodial – F/T	185,000.00	5,000.00	190,000.00
74101H	Salaries Custodial – P/T	70,000.00	(12,000.00)	58,000.00
74102A	Equipment – Computer	40,000.00	15,000.00	55,000.00
74102B	Furniture	20,000.00	(5,000.00)	15,000.00
900A	Events/Class – Adult	117,000.00	20,000.00	137,000.00
900AD	Events/Class - Discount Tickets	15,000.00	8,000.00	23,000.00
900AS	Events/Class – Adult Supplies	10,000.00	8,000.00	18,000.00

900BS	Events/Class – Child Supplies	25,000.00	14,000.00	39,000.00
90308	Benefits – FICA	240,000.00	(8,000.00)	232,000.00
90560	Benefits – PFL	8,000.00	6,000.00	14,000.00
90608	Benefits – Medical Employer	625,000.00	(42,000.00)	583,000.00
90608A	Benefits – Medicare	68,000.00	6,000.00	74,000.00
90608B	Benefits – Medical Rebate	47,000.00	7,000.00	54,000.00
		<b>5,018,000.00</b>		<b>5,018,000.00</b>

- d. Motion by Mrs. Schmidt, seconded by Mr. Kreuzscher to approve the following employment appointments, promotions, and/or separations: Nicole Parisi, promoted to Librarian III (F/T) effective 7/9/2022. Carried 5-0.

**XXI. Communications**

**XXII. Old Business**

**XXIII. New Business**

- a. The Board would like to thank all staff involved in the Children & Family services renovation.

**XXIV. Public Comment**

- a. Mr. Edwin Taylor
- i. Mentioned that his wife thoroughly enjoyed a recent craft class instructed by librarian, Susan Kandle.

**XXV. Announcements**

- a. The next scheduled Regular Meeting of the Board of Trustees will be Thursday, August 11, 2022 at 6 pm.

**XXVI. Adjournment**

- a. Motion by Mrs. Schmidt, seconded by Mr. Kreuzscher to adjourn at 6:42 pm. Carried 5-0.

_____	_____
<b>Trustee</b>	<b>Date</b>
_____	_____
<b>Trustee</b>	<b>Date</b>
_____	_____
<b>Trustee</b>	<b>Date</b>