

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

**July 18, 2023**  
**6:00 pm**

**760 Ocean Avenue**  
**Bohemia, NY 11716**

**I. Call to Order**

There being a quorum, the meeting was called to order at: 6:00 pm by Mrs. Roman.

**II. Roll Call**

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

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 Mrs. Roman for the term covering July 1, 2023 through June 30, 2028 on June 23, 2023.

**IV. Nominations and Elections of Officers**

Motion by Mrs. Schmidt, seconded by Mr. Kreuzscher to nominate and appoint the following slate of officers for 2023-2024: Mrs. Susan Furfaro, President; Mrs.Elizabeth Savit, Vice President; and Mrs. Kathleen Schmidt, Secretary Treasurer. Carried 3-0.

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

Motion by Mr. Kreuzscher, seconded by Mrs. Schmidt to appoint Mrs. Janet Kowal as Treasurer, and Mrs. Melissa Greek as Deputy Treasurer for 2023-2024. Carried 3-0.

**VI. Appointment of Executive Director as Officer**

Motion by Mr. Kreuzscher, seconded by Mrs. Schmidt to appoint Mrs. Kimberly DeCristofaro, Executive Director as Officer for 2023-2024. Carried 3-0.

**VII. Appointment of Legal Firm**

Motion by Mrs. Schmidt, seconded by Mr. Kreuzscher to appoint the legal firm of *Quatela Chimeri, PLLC*, with Andrew Martingale, Esq. as Library Attorney for 2023-2024. Carried 3-0.

**VIII. Appointment of Accounting Firm**

Motion by Mrs. Schmidt, seconded by Mr. Kreuzscher to appoint the Accounting Firm of *Bayside CPA PLLC* with Toni Wu, CPA as Library Accountant as per engagement letter for 2023-2024. Carried 3-0.

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

Motion by Mr. Kreuzer, seconded by Mrs. Schmidt to affirm *Financial Management Policy (900-10)*. Carried 3-0.

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

Motion by Mrs. Schmidt, seconded by Mr. Kreuzer to affirm *Procurement Policy (900-50)*. Carried 3-0.

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

Motion by Mr. Kreuzer, seconded by Mrs. Schmidt to affirm *Investment Policy (900-30)*. Carried 3-0.

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

Motion by Mr. Kreuzer, seconded by Mrs. Schmidt to establish *M&T Bank* for a 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 for 2023-2024. Carried 3-0.

**XIII. Selection of Newspapers to be to be Utilized for Public Notices**

Motion by Mrs. Schmidt, seconded by Mr. Kreuzer to select *Islip Messenger* and *Suffolk County News* as the newspapers to be utilized for public notices for 2023-2024. Carried 3-0.

**XIV. Establishment of Regular Meetings of the Board of Trustees for 2023-2024 Fiscal Year**

Motion by Mr. Kreuzer, seconded by Mrs. Schmidt to approve the dates for the Regular Meetings of the Board of Trustees for 2023-2024. Carried 3-0.

**XV. Adjournment of Reorganization Meeting**

Motion by Mrs. Schmidt, seconded by Mr. Kreuzer to adjourn the Reorganization meeting at 6:10 pm. Carried 3-0.

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

There being a quorum, the meeting was called to order at: 6:10 pm by Mrs. Schmidt.

**XVII. Disposition of Minutes**

Motion by Mr. Kreuzer, seconded by Mrs. Schmidt to accept the minutes as presented of the June 8, 2023 regular meeting of the Board of Trustees. Carried 3-0.

**XVIII. Financial Reports**

Motion by Mrs. Roman, seconded by Mr. Kreuzer to approve the Financial Reports for June 30, 2023. Carried 3-0.

**XIX. Schedule of Claims**

Motion by Mr. Kreuzer, seconded by Mrs. Roman to approve the Schedule of Claims dated July 18, 2023 equaling the total \$551,577.99. Carried 3-0.

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

- a. The 2024 closing dates were reviewed.

- b. Motion by Mr. Kreuzscher, seconded by Mrs. Roman to accept a quote from *Parkline Asphalt Maintenance, Inc.* to repair, sealcoat and repaint the pavement markings for \$24,808. Carried 3-0.
- c. *Suffolk County Industrial Development Agency* issued the library a second payment in lieu of taxes (PILOT) for \$29,148.52 for a total of \$63,599.41 for the 2022-2023 fiscal year.
- d. Motion by Mr. Kreuzscher, seconded by Mrs. Roman to approve the following budget line adjustments effective June 30, 2023. Carried 3-0.

<b>ID</b>	<b>Account Description</b>	<b>Budget</b>	<b>(From)/To</b>	<b>Adjusted Budget</b>
410A	Books – Adult	104,000.00	(22,000.00)	82,000.00
410B	Books – Children	50,000.00	(10,000.00)	40,000.00
410C3A	Software Service	36,000.00	22,000.00	58,000.00
410C3C	Software Support	13,000.00	5,500.00	18,500.00
430A	Supplies – General	20,000.00	11,500.00	31,500.00
433	Service – Postage	14,000.00	2,500.00	16,500.00
434	Service – Printing	37,000.00	7,500.00	44,500.00
439A	Equipment Lease – Office	*10,000.00	5,700.00	15,700.00
450C	Utilities – Natural Gas	24,500.00	4,000.00	28,500.00
452A	Building Repairs – Electrical	10,000.00	(4,000.00)	6,000.00
452D	Building Repairs - Other	45,000.00	(18,000.00)	27,000.00
454B	Building Insurance	54,000.00	7,000.00	61,000.00
469A	Building Contracts – Trash	7,000.00	3,000.00	10,000.00
469F	Building Contracts – Cleaning	35,000.00	(21,500.00)	13,500.00
469I	Professional – Payroll	25,000.00	3,000.00	28,000.00
74101B	Salaries Professional – P/T	361,000.00	(56,700.00)	304,300.00
74101C	Salaries Clerical – F/T	435,000.00	(47,000.00)	388,000.00
74101D	Salaries Clerical – P/T	221,000.00	(29,000.00)	192,000.00
74101G	Salaries Custodial – F/T	201,000.00	45,000.00	246,000.00
74102A	Equipment – Computer	40,000.00	18,000.00	58,000.00
900A	Events/Class – Adult	117,000.00	33,000.00	150,000.00
900AD	Events/Class - Discount Tickets	15,000.00	17,500.00	32,500.00
900AM	Events/Class – Passes/Tickets	11,000.00	6,000.00	17,000.00
900AS	Events/Class – Adult Supplies	13,000.00	8,500.00	21,500.00
900B	Events/Class – Childrens	70,000.00	27,000.00	97,000.00
900BS	Events/Class – Child Supplies	25,000.00	27,000.00	52,000.00

90108	Benefits – NYSLRS	430,000.00	(45,500.00)	384,500.00
90608	Benefits – Medical Employer	657,300.00	(4,500.00)	652,800.00
2790608B	Benefits – Medical Rebate	60,000.00	4,500.00	64,500.00
		<b>3,140,800.00</b>		<b>3,140,800.00</b>

\*Budget for 439A was originally 28,000.00, \$18,000 was transferred from that account as per approval at the September 8, 2022 Board Meeting.

- e. Motion by Mrs. Roman, seconded by Mr. Kreuzscher to approve the following employment appointments, promotions, and/or separations: Donna Coane appointed as Librarian I (23 hours per week) effective 6/17/2023; Deidra Murray resigned as Page effective 6/14/2023. Carried 3-0.

**XXI. Communications**

- a. Letter from SCLS Board of Trustees regarding Common Vote Dates for 2024 through 2028.

**XXII. Old Business**

**XXIII. New Business**

**XXIV. Public Comment**

- a. Mr. Edwin Taylor
  - i. Inquired about the budget status for 2022-2023.
  - ii. Was thankful for the help received at Adult Services.

**XXV. Announcements**

- a. The next scheduled Regular Meeting of the Board of Trustees will be Thursday, August 10, 2023 at 6 pm.

**XXVI. Adjournment**

- a. Motion by Mrs. Roman, seconded by Mr. Kreuzscher to adjourn at 6:28 pm. Carried 3-0.

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Trustee

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Date

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Trustee

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Date

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Trustee

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Date