

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

**July 18, 2024**  
**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. Furfaro.

**II. Roll Call**

Board of Trustees members present were: President, Mrs. Susan Furfaro; Vice President, Mrs. Elizabeth Savit; Trustee, Mr. George Kreuzer. Board of Trustees members absent were: 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 Mrs. Furfaro on June 11, 2024 for the term covering July 1, 2024 through June 30, 2029.

**IV. Nominations and Elections of Officers**

Motion by Mr. Kreuzer, seconded by Mrs. Savit to nominate and appoint the following slate of officers for 2024-2025: Mrs. Elizabeth Savit, President; Mrs. Kathleen Schmidt, Vice President; and Mrs. Susan Furfaro, Secretary Treasurer. Carried 3-0.

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

Motion by Mrs. Savit, seconded by Mr. Kreuzer to appoint Mrs. Janet Kowal as Treasurer, and Mrs. Melissa Greek as Deputy Treasurer for 2024-2025. Carried 3-0.

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

Motion by Mrs. Savit, seconded by Mr. Kreuzer to appoint Mrs. Kimberly DeCristofaro, Executive Director as Officer for 2024-2025. Carried 3-0.

**VII. Appointment of Legal Firm**

Motion by Mr. Kreuzer seconded by Mrs. Savit to appoint the legal firm of *Quatela Chimeri, PLLC*, with Andrew Martingale, Esq. as Library Attorney for 2024-2025. Carried 3-0.

**VIII. Appointment of Accounting Firm**

Motion by Mrs. Savit, seconded by Mr. Kreuzer to appoint the Accounting Firm of *Bayside CPA PLLC* with Toni Wu, CPA as Library Accountant as per engagement letter for 2024-2025. Carried 3-0.

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

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

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

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

**XI. Approval of Revised Investment Policy (Policy 900-30)**

Motion by Mr. Kreuzscher, seconded by Mrs. Savit to approve the revised *Investment Policy (900-30)*. Carried 3-0.

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

Motion by Mrs. Savit, seconded by Mr. Kreuzscher to establish *M&T Bank* for a maximum amount of \$4,500,000 and *TD Bank* for the maximum amount of \$1,000,000. The Treasurer and Deputy Treasurer will be signatories for 2024-2025. Carried 3-0.

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

Motion by Mr. Kreuzscher, seconded by Mrs. Savit to select *Islip Messenger* and *Suffolk County News* as the newspapers to be utilized for public notices for 2024-2025. Carried 3-0.

**XIV. Establishment of Regular Meetings of the Board of Trustees for 2024-2025 Fiscal Year**

Motion by Mr. Kreuzscher, seconded by Mrs. Savit to approve the dates for the Regular Meetings of the Board of Trustees for 2024-2025. Carried 3-0.

**XV. Adjournment of Reorganization Meeting**

Motion by Mrs. Savit, seconded by Mr. Kreuzscher to adjourn the Reorganization meeting at 6:08 pm. Carried 3-0.

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

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

**XVII. Disposition of Minutes**

Motion by Mrs. Furfaro, seconded by Mr. Kreuzscher to accept the minutes as presented of the June 13, 2024 regular meeting of the Board of Trustees. Carried 3-0.

**XVIII. Financial Reports**

Motion by Mr. Kreuzscher, seconded by Mrs. Furfaro to approve the Financial Reports for June 30, 2024. Carried 3-0.

**XIX. Schedule of Claims**

Motion by Mr. Kreuzscher, seconded by Mrs. Furfaro to approve the Schedule of Claims dated July 18, 2024 equaling the total \$502,291.93. Carried 3-0.

**XX. Trustee Appointment**

Motion by Mrs. Furfaro, seconded by Mr. Kreuscher to appoint Mrs. Catherine J. Poissant to fill the position on the Board of Trustees left vacant from the resignation of Mrs. Dorothy Roman on June 13, 2024. Carried 3-0.

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

- a. The 2025 closing dates were reviewed.
- b. *Suffolk County Industrial Development Agency* issued the library a second payment in lieu of taxes (PILOT) for \$32,888.77 for a total of \$65,645.25 for this fiscal year.
- c. Motion by Mr. Kreuscher, seconded by Mrs. Furfaro to approve the following budget line adjustments effective June 30, 2024. Carried 3-0.

| <b>ID</b> | <b>Account Description</b>     | <b>Budget</b>       | <b>(From)/To</b> | <b>Adjusted Budget</b> |
|-----------|--------------------------------|---------------------|------------------|------------------------|
| 420C      | Software Service               | 36,000.00           | 20,000.00        | 56,000.00              |
| 420E      | Software Support               | 13,000.00           | 3,000.00         | 16,000.00              |
| 430A      | Supplies – General             | 25,000.00           | 4,000.00         | 29,000.00              |
| 452B      | Building Repairs – Plumbing    | 4,000.00            | 1,500.00         | 5,500.00               |
| 452D      | Building Repairs – Other       | 45,000.00           | 12,000.00        | 57,000.00              |
| 452E      | Facility Renovations           | 227,000.00          | (48,500.00)      | 178,500.00             |
| 469F      | Building Contracts – Cleaning  | 35,000.00           | (17,000.00)      | 18,000.00              |
| 469I      | Professional – Payroll         | 25,000.00           | 2,000.00         | 27,000.00              |
| 469J      | Professional – Security        | 71,000.00           | 13,000.00        | 84,000.00              |
| 741B      | Salaries Professional – P/T    | 345,000.00          | (45,000.00)      | 300,000.00             |
| 741C      | Salaries Clerical – F/T        | 440,000.00          | (31,000.00)      | 409,000.00             |
| 741D      | Salaries Clerical – P/T        | 197,000.00          | (10,000.00)      | 187,000.00             |
| 741F      | Salaries Page – P/T            | 158,000.00          | (20,000.00)      | 138,000.00             |
| 742A      | Equipment – Computer           | 40,000.00           | 10,000.00        | 50,000.00              |
| 900A      | Events/Class – Adult           | 125,000.00          | 60,000.00        | 185,000.00             |
| 900B      | Events/Class – Childrens       | 85,000.00           | 18,000.00        | 103,000.00             |
| 901A      | Events/Class – Adult Supplies  | 20,000.00           | 10,000.00        | 30,000.00              |
| 901C      | Events/Class – Passes/Tickets  | 13,000.00           | 5,000.00         | 18,000.00              |
| 901D      | Events/Class – Discount Ticket | 22,000.00           | 36,000.00        | 58,000.00              |
| 9108      | Benefits – NYSLRS              | 420,000.00          | (30,000.00)      | 390,000.00             |
| 968A      | Benefits – Medicare            | 86,000.00           | 7,000.00         | 93,000.00              |
|           |                                | <b>2,432,000.00</b> |                  | <b>2,432,000.00</b>    |

- d. Motion by Mrs. Furfaro, seconded by Mr. Kreuzscher to approve the following employment appointments, promotions, and/or separations: Donna Coane appointed as Librarian I (F/T) effective 6/22/2024. Carried 3-0.

**XXII. Communications**

**XXIII. Old Business**

**XXIV. New Business**

**XXV. Public Comment**

- a. Mr. Edwin Taylor
  - i. Commented on the budget status for 2023-2024.
  - ii. Was thankful for the help received at Adult Services.
- b. Mr. Bret Savit
  - i. Commented on the new café space, it is very spacious.

**XXVI. Announcements**

- a. The next scheduled Regular Meeting of the Board of Trustees will be Thursday, August 8, 2024 at 6 pm.

**XXVII. Adjournment**

- a. Motion by Mrs. Furfaro, seconded by Mr. Kreuzscher to adjourn at 6:34 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**