

**MINUTES**  
**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**

There being a quorum, the meeting was called to order at: 6:03 pm by Mrs. Savit.

**II. Roll Call**

Board of Trustees members present were: President, Mrs. Elizabeth Savit; Trustee, Mrs. Susan Furfaro; Trustee, Mr. George Kreuscher; Trustee, Mrs. Catherine J. Poissant. Board of Trustees members absent were: Vice President, Mrs. Kathleen 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. Poissant on June 16, 2025 for the term covering July 1, 2025 through June 30, 2030 and to Mrs. Savit on June 16, 2025 for the term covering July 1, 2025 through June 30, 2028.

**IV. Nominations and Elections of Officers**

Motion by Mrs. Poissant, seconded by Mr. Kreuscher to nominate and appoint the following slate of officers for 2025-26: Mrs. Kathleen Schmidt, President; Mrs. Susan Furfaro, Vice President and Mrs. Elizabeth Savit, Secretary Treasurer. Carried 4-0.

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

Motion by Mr. Kreuscher, seconded by Mrs. Poissant to appoint Mrs. Janet Kowal as Treasurer, and Mrs. Melissa Greek as Deputy Treasurer for 2025-2026. Carried 4-0.

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

Motion by Mr. Kreuscher, seconded by Mrs. Furfaro to appoint Mrs. Kimberly DeCristofaro, Executive Director as Officer for 2025-2026. Carried 4-0.

**VII. Appointment of Legal Firm**

Motion by Mrs. Furfaro seconded by Mr. Kreuscher to appoint the legal firm of *Quatela Chimeri, PLLC*, with Andrew Martingale, Esq. as Library Attorney for 2025-26. Carried 4-0.

**VIII. Appointment of Accounting Firm**

Motion by Mrs. Poissant, 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 2025-26. Carried 4-0.

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

Motion by Mr. Kreuscher, seconded by Mrs. Poissant to affirm *Financial Management Policy (900-10)*. Carried 4-0.

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

Motion by Mr. Kreuscher, seconded by Mrs. Furfaro to affirm *Procurement Policy (900-50)*. Carried 4-0.

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

Motion by Mr. Kreuscher, seconded by Mrs. Poissant to affirm *Investment Policy (900-30)*. Carried 4-0.

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

Motion by Mrs. Poissant, seconded by Mr. Kreuscher 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 2025-26. Carried 4-0.

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

Motion by Mr. Kreuscher, seconded by Mrs. Furfaro to select *Islip Messenger* and *Suffolk County News* as the newspapers to be utilized for public notices for 2025-26. Carried 4-0.

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

Motion by Mr. Furfaro, seconded by Mr. Kreuscher to approve the dates for the Regular Meetings of the Board of Trustees for 2025-2026. Carried 4-0.

**XV. Adjournment of Reorganization Meeting**

Motion by Mrs. Furfaro, seconded by Mr. Kreuscher to adjourn the Reorganization meeting at 6:10 pm. Carried 4-0.

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

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

**XVII. Disposition of Minutes**

Motion by Mrs. Poissant, seconded by Mrs. Savit to accept the minutes as presented of the June 12, 2025 regular meeting of the Board of Trustees. Carried 4-0.

**XVIII. Financial Reports**

Motion by Mrs. Savit, seconded by Mrs. Poissant to approve the Financial Reports for June 30, 2025. Carried 4-0.

**XIX. Schedule of Claims**

Motion by Mrs. Poissant, seconded by Mr. Kreuscher to approve the Schedule of Claims dated July 17, 2025 equaling the total \$507,383.50. Carried 4-0.

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

- a. The 2026 closing dates were reviewed.
- 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 by Mrs. Savit, seconded by Ms. Kreuscher to approve the following budget line adjustments, as presented, effective June 30, 2025. Carried 4-0.

| Account | 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       |
| 434A    | 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        |
| 469B    | 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 by Mr. Kreuscher, seconded by Mrs. Savit to approve a 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 for \$42,500. This purchase will be designated as an emergency procurement. Carried 4-0.
- f. Motion by Mrs. Poissant, seconded by Mr. Kreuscher to authorize the transfer of \$42,500 from Assigned Fund 909D – *HVAC Repair & Replace*, to cover the cost of the HVAC unit replacement. Carried 4-0.
- g. Motion by Mrs. Savit, seconded by Mr. Kreuscher to approve *Policy 700-10 – Public Behavior Policy*, formerly titled Maintenance of Public Order on Library Property. Carried 4-0.
- h. Motion by Mr. Kreuscher, seconded by Mrs. Savit to approve the following employment appointments, promotions, and/or separations: Alexis Kateridge, resigned as Librarian I (F/T) effective 7/5/2025; Joanna Engley, appointed as Library Clerk (F/T) effective 7/21/2025. Carried 4-0.

**XXI. Communications**

**XXII. Old Business**

**XXIII. New Business**

**XXIV. Public Comment**

- a. Mr. Edwin Taylor
  - i. Inquired if the library borrows money before receiving tax levy funds. It was explained that public libraries cannot borrow directly; the school district borrows and distributes the library's portion.
  - ii. Shared that he remembers the time before the library opened 50 years ago and noted the many positive changes over the last decade.

**XXV. Announcements**

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

**XXVI. Adjournment**

- a. Motion by Mr. Kreuscher, seconded by Mrs. Savit to adjourn at 6:33 pm. Carried 4-0.

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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**

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