

**CENTRAL ISLIP PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTHLY MEETING MINUTES
SEPTEMBER 28, 2021**

Present:

Mr. Norman Wagner, President
Ms. Eileen Santangelo, Vice-President
Ms. Dunia Mars, Secretary
Ms. Sharon Pedraza, Trustee - *Absent*
Ms. Sharon Dungee, Trustee
Ms. Tara Kohles, Director
Ms. Sharon Morgan, Treasurer
Ms. Suzanne McGee, Recording Secretary

President, Norman Wagner, called the meeting to order at 7:18 p.m. Trustee, Eileen Santangelo, led the Pledge of Allegiance.

A motion was made by Eileen Santangelo, seconded by Dunia Mars, to approve the minutes from the August Meeting. All present voting aye, motion carried.

TREASURER'S REPORT

Dunia Mars moved, seconded by Norman Wagner to approve the Outstanding Purchase Order Report from September 22nd, in the amount of \$107,637.52. All present voting aye, motion carried.

Sharon Dungee moved, seconded by Norman Wagner, to approve the following Abstract Reports:

- September 14th, in the amount of \$130,169.76
- September 23rd, in the amount of \$35,829.34

All present voting aye, motion carried.

Sharon Dungee moved, seconded by Norman Wagner, to approve the following payroll distributions:

- August 3rd, in the amount of \$68,918.31
- August 16th, in the amount of \$66,028.31
- August 31st, in the amount of \$73,101.28

All present voting aye, motion carried.

A motion was made by Eileen Santangelo, seconded by Norman Wagner, to approve the Treasurer's Report for August 2021 read as follows.

Beginning Balance	\$6,017,375.73
Receipts & Transfers	+\$225,399.00
Subtotal	\$6,242,774.73
Expenses & Transfers	-\$532,565.44
Ending Balance	\$5,710,209.29

All present voting aye, motion carried.

DIRECTOR'S REPORT

Katelyn Moss gave the Board an update on the social worker, Emelin Vanegas, who is interning at the library. She has been able to assist six patrons and works with teens. She will be at the library until the end of the December.

Ms. Kohles submitted a proposal for an Asset Management policy to provide procedures and guidelines. It was drafted by the Business Manager and reviewed by the Library Attorney.

Ms. Kohles would like approval to establish a new library account to begin accepting credit and debit cards. The account would be held separately from the general fund and payroll accounts.

The librarian welcomed the Head Custodian Greg Lebitz to the staff on September 20th. Also, Part-Time Custodial Staff member, Jorge Vera-Lozano retired on September 17th.

Ms. Kohles is requesting the following appointments:

- Pablo Acosta to the position of Full-Time Custodian
- Giulia Laraia and Katherin Alvarado to the positions of Part-Time Librarian Trainees

The library is proud to announce this year's Suffolk County Library Associations ELSA Award winner, is Central Islip's own Kelly Hurtado-Lopez! This is the first ELSA award given to a Central Islip Library Employee. She will be honored at the SCLA annual dinner on October 21st at the West Sayville Country Club. Ms. Kohles is requesting a Board motion for the purchase of 10 tickets.

Katelynn Moss was one of six public librarians chosen statewide to participate in the Developing Leaders workshop and she also received a scholarship. Ms. Kohles is requesting approval for the remaining tuition for the program.

NEW BUSINESS

Sharon Dungee moved, seconded by Eileen Santangelo, to approve the appointment of Giulia Laraia, to the position of Part-Time Librarian Trainee (Children's Services) at an hourly rate of \$18.97, effective October 1st. All present voting aye, motion carried.

Sharon Dungee moved, seconded by Eileen Santangelo, to approve the appointment of Katherin Alvarado, to the position of Part-Time Librarian Trainee (Children's Services) at an hourly rate of \$18.97, effective October 1st. All present voting aye, motion carried.

Norman Wagner moved, seconded by Sharon Dungee, to approve the appointment of Pablo Acosta, to the position of Full-Time Custodian Worker I, at the annual salary of \$47,085, effective September 29th. All present voting aye, motion carried.

Norman Wagner moved, seconded by Dunia Mars, to approve Katelynn Moss may attend New York Library Association's Developing Leaders Program from October 2021 through June 2022, with reimbursement for program fees. All present voting aye, motion carried.

Sharon Dungee moved, seconded by Eileen Santangelo, to resolve the Board of Trustees of the Central Islip Public Library does hereby vote to adopt the Asset Management Policy as presented. All present voting aye, motion carried.

Dunia Mars moved, seconded by Norman Wagner, to resolve the following purchase set forth is hereby approved to purchase tickets for staff to attend Suffolk County Library Association's General Meeting and Dinner, not to exceed \$700. All present voting aye, motion carried.

Norman Wagner moved, seconded by Dunia Mars, to resolve the Board of Trustees of the Central Islip Public Library does hereby vote to approve the creation of an additional bank account for the purpose of e-commerce transactions. All present voting aye, motion carried.

Dunia Mars moved, seconded by Norman Wagner, to resolve the Board of Trustees of the Central Islip Public Library does hereby vote to approve the presented outside programs for payment. All present voting aye, motion carried.

Ms. Kohles and Trustee Dungee attended Suffolk County Community College and spoke with their President about forming a partnership. The goal is to encourage students to view college as attainable and start discussing this option at a younger age. They both felt it was productive.

Sharon Dungee moved, seconded by Dunia Mars, to recess Executive Session at 7:39 p.m. The Board came out of Executive Session at 8:18. The next meeting is scheduled for October 28, 2021, at 7:00 p.m.

Respectfully submitted,

Suzanne A. McGee
Recording Secretary