

**CENTRAL ISLIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MONTHLY MEETING MINUTES  
NOVEMBER 29, 2022**

**Present:**

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

President, Norman Wagner, called the meeting to order at 7:00 p.m. Trustee, Dunia Mars, led the Pledge of Allegiance.

A motion was made by Sharon Pedraza, seconded by Sharon Dungee, to approve the minutes from the October Meeting. All present voting aye, motion carried.

**TREASURER'S REPORT**

Sharon Pedraza moved, seconded by Dunia Mars, to approve the Outstanding Purchase Order Report in the amount of \$175,566.99. All present voting aye, motion carried.

Sharon Pedraza moved, seconded by Dunia Mars, to approve the following Abstract Reports:

- Abstract #31 on November 6<sup>th</sup>, in the amount of \$80,122.45
- Abstract #32 on November 22<sup>nd</sup>, in the amount of \$206,799.47

All present voting aye, motion carried.

Dunia Mars moved, seconded by Sharon Pedraza, to approve the following payroll distributions:

- October 7<sup>th</sup>, in the amount of \$84,531.93
- October 21<sup>st</sup>, in the amount of \$87,119.53

All present voting aye, motion carried.

A motion was made by Dunia Mars, seconded by Sharon Pedraza, to approve the Treasurer's Report for October 2022 read as follows.

Beginning Balance	\$5,264,054.52
Receipts & Transfers	+\$172,200.16
Subtotal	\$5,436,254.68
Expenses & Transfers	-\$552,271.51
Ending Balance	\$4,883,983.17

All present voting aye, motion carried.

**DIRECTOR'S REPORT**

Suffolk Cooperative Library System's proposed 2022 budget reflects an 8.38% increase, based partially on the 2020 census population growth. Ms. Kohles feels the \$3,884 increase is worth it based on the training, support and services that SCLS provides to the Library.

### **NEW BUSINESS**

A Record Retention policy and schedule has been submitted to the Board for approval.

To remove barriers and increase service to Central Islip Teens, the Library implemented the “Teen Limited” card after the May 2022 meeting. Teens can now sign up for a limited Central Islip Library card using their Central Islip School District Student ID.

Head of Reference, Katelyn Moss, provided the board with an update: The first monthly trip was made to the Central Islip High School by Library staff, where twenty-six students were able to sign up for and receive library cards on-site.

### **BUILDINGS & GROUNDS**

The storage roof had minor repairs completed. The Library’s HVAC project was discussed.

### **NEW BUSINESS**

Sharon Dungee moved, seconded by Dunia Mars, to approve the Community Room Requests by Outside Organizations as presented. All present voting aye, motion carried.

Norman Wagner moved, seconded by Sharon Dungee, to adopt the Record Retention and Disposition Policy as presented. All present voting aye, motion carried.

Dunia Mars moved, seconded by Norman Wagner, to approve the Suffolk Cooperative Library 2023 Budget as presented. All present voting aye, motion carried.

Dunia Mars moved, seconded by Sharon Dungee, to adjourn the meeting at 7:35 p.m. The next meeting is scheduled for Tuesday, December 27, 2022, at 7:00 p.m. All present voting aye, motion carried.

Respectfully submitted,

Suzanne A. McGee  
Recording Secretary