

**Port Jefferson Free Library
Library Board of Trustees Meeting Minutes
Library Conference Room 7:00 PM
February 24, 2020**

Present

John Grossman	President
Christian Neubert	Vice President (absent)
Joseph Orofino	Financial Officer (absent)
Carl Siegel	Secretary
Nicole Connelly	Trustee (absent)
Karyn Jensen	Trustee
Joel Rosenthal	Trustee
Thomas Donlon	Library Director
Valerie Schwarz	Assistant Director
Christina Blount	Business Manager

I. Call to Order

J. Grossman called the meeting to order at 7:01 PM.

II. Approval of the Agenda

MOTION to approve the Agenda. (Siegel;Rosenthal) Unanimously approved.

III. A. Comments from the Public

None present.

B. Comments from the Board

Board President suggested, when possible that, Children's programming start time be staggered to accommodate various family's schedules.

IV. Approval of the Minutes

MOTION to approve the Board of Trustees Meeting Minutes of January 27, 2020 and the Minutes of the February 10, 2020 Special Meeting of Board of Trustees. (Siegel;Rosenthal) Unanimously approved.

V Financial Reports

- A. Business Manager's report to the Treasurer
- B. Comparative Statements of Expenses and Revenue for the month ending January 2020.
- C. Expenses at a Glance for February 2020 meeting.
 - 1. FAO Warrants of January 10, 2020 (\$5,520.29) January 24, 2020 (\$60,917.28)
 - 2. Payroll Warrants of January 10, 2020 (\$49,841.15) January 24, 2020 (\$50,005.10) and
 - 3. Warrant of February 24, 2020 (\$46,301.00)
 - 4. Capital Warrant of February 24, 2020 (\$60,708.00)

MOTION to accept all Financial Warrants as presented. (Siegel;Rosenthal) Unanimously approved.

Of note: The Business manager is currently looking into new time and attendance software.

Trustee J. Rosenthal asked if we were upgrading due to privacy reasons.

It was stated that it is our auditor's recommendation not only for privacy but our current system is antiquated and it is time we upgrade our system.

VI. Library Reports

A. Director's Report/Personnel

The Director reported:

- There are no changes in Personnel for the month.
- Our condemned house at 114 Thompson Street was demolished on February 3 by Panzer Demolition Company.
- The fencing and gate was installed around the 114 Thompson Street property.

- The Library's State Report included in packet needs approval.
- I will be meeting with BBS in March to discuss the Bayles' House.
- Our replacement flooring is due to begin installation early March.
- I have applied for our landscaping permit for 114 Thompson Street.
- We will be painting the Conference Room and ordering new furniture.

VII. Unfinished Business

None.

VIII. New Business

A. State Report

MOTION to approve the Port Jefferson Free Library Annual Report for Public and Association Libraries-2019 pending SCLS approval. (Rosenthal; Siegel) Unanimously accepted.

IX. Correspondence and Communication

None.

X. Comments from the public

None present.

XI. Adjournment

MOTION to adjourn the meeting at 7:23 PM. (Siegel;Jensen) Unanimously approved.

Respectfully submitted,

Carl Siegel,
Secretary, Board of Trustee