

**Port Jefferson Free Library
Library Meeting Board of Trustee Minutes
Monday, March 23, 2020 5:45 PM**

Present

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

I. Call to Order, Introductory remarks

J. Grossman called the meeting to order at 5:49 PM.

MOTION to accept the minutes of the February 24, 2020 Board of Trustee Meeting, (Orfino;Rosenthal) Unanimously approved.

II. Comments from the Board/Public

President J. Grossman wished the Board good health and thanked them for taking time out to join this meeting.

III. Financial Warrants

Comparative Statement of Expenses for the month. Expenses at a glance.

A. FAO Warrants of Feb. 7, 2020 (\$3,416.78) & Feb. 21, 2020 (\$59,047.73).

B. Payroll Warrants of Feb. 7, 2020 (\$51,318.95) & Feb. 21, 2020 (\$51,172.25).

C. Warrant of March 23, 2020 (\$154,938.68).

MOTION to accept all Financial warrants as presented. (Rosenthal;Connelly) Unanimously approved.

IV. New Business

A. Budget

Reviewed and discussed different scenarios regarding canceling or postponing the Library Budget Vote.

MOTION to cancel the April 7, 2020 Library Budget Vote and revisit for a future voting date. (Orfino;Neubert) Unanimously approved.

B. Personnel

MOTION to delay the resignation of Tashi Hamilton until the coronavirus quarantine is completed or a replacement is hired. (Neubert;Rosenthal) Unanimously approved.

C. Audit Proposal

MOTION to accept the 2020 Library Audit Proposal from Baldessari & Coster LLP at a cost not to exceed \$10,800. (Rosenthal;Jensen) Unanimously approved.

D. Finances

MOTION to allow the Director to approve paying Library invoices and payroll through May 30, 2020 in the absence of board approval. (Orofino;Rosenthal) Unanimously approved.

E. Programming

Reviewed and discussed doing as many programs and events online or remotely as possible including social worker appointments if possible. MOTION to approve applicable Library events and programs into online events and programs. (Connelly;Neubert) Unanimously approved.

V. Adjournment

MOTION to adjourn the meeting at 6:25 PM. (Rosenthal;Orofino) Unanimously approved.

Respectfully submitted,

Carl Siegel,
Secretary, Board of Trustees

Recorded by Valerie Schwarz