

**Port Jefferson Free Library
Board of Trustee Meeting Minutes
of Monday, April 27, 2020 6:00 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 5:00 PM.

II. MOTION to accept the Agenda for April 27, 2020. (Siegel;Rosenthal) Unanimously Accepted.
MOTION to approve the minutes of the March 13, 2020 Emergency Board of Trustee Meeting, and the March 23, Board of Trustee Meeting. (Siegel;Neubert) Unanimously approved.

III. Comments from the Board/Public

None.

IV. Financial Warrants

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

A. FAO Warrants of March 6, 2020 (\$8,748.46) and March 20, 2020 (\$18,168.26).

B. Payroll Warrants of March 6, 2020 (\$51,016.28) and March 20, 2020 (\$50,487.37).

C. Warrant of April 27, 2020 (\$19,963.37).

D. Capital Warrant of April 27, 2020. (\$7,991.50)

MOTION to accept all Financial warrants as presented. (Siegel;Neubert) Unanimously approved.

Board would like to see a report generated regarding the decrease in spending vs. the loss of revenue along with, a report on the usage of the Helping Hands (Social Worker) program during the shutdown of the Library.

V. Library Reports

Director's Report

The Director reported:

- he thanked the board for moving swiftly in closing the Library and keeping the staff safe.
- the decrease in state aid and the paycheck protection plan.
- the 3-D printer farm is in the process of being dismantled and our printers will be returned to us shortly.
- SCLS is creating a task force on how to re-open libraries moving forward.
- the Library purchased (through SCLS) masks and gloves for the staff. These will not be sent unless all hospitals have adequate supplies first.
- Library is gathering pricing on installing sneeze guards for the Library's public areas.

Personnel

Board was notified of the sad news that the Library's IT manager passed away on April 19.

VI. Unfinished Business

A. Coronavirus

Reviewed and discussed various ways to re-open the Library and ensuring the safety of the employees. Also discussed the Teen Center and the safety of social distancing.

B. Budget Vote

Reviewed and discussed the Library's operating budget.

VII. New Business

A. August Meeting Date

The Board deems it necessary to hold an August Board Meeting this year. Favorable date(s) will be forthcoming.

B. Director's Evaluation

Director's Evaluation will begin this month. Evaluation forms will be sent to board members electronically.

VIII. Adjournment

MOTION to adjourn the meeting at 6:32 PM. (Siegel;Orofino) Unanimously approved.

Respectfully submitted,

Carl Siegel,
Secretary, Board of Trustees