

**Port Jefferson Free Library  
Board of Trustee Meeting Minutes  
of Monday, May 18, 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 6:03 PM.

**II. MOTION** to accept the Agenda for May 18, 2020. (Orofino;Rosenthal) Unanimously Accepted.

MOTION to approve the minutes of the May 18, 2020 Board of Trustee Meeting. (Rosentahl;Connelly) 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 April 3, 2020 (\$46,929.79) and April 17, 2020 (\$11,064.65).

B. Payroll Warrants of April 3, 2020 (\$50,124.66) and April 17, 2020 (\$49,703.60).

C. Warrant of May 18, 2020 (\$55,494.79).

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

**V. Library Reports**

**Director's Report**

The Director reported:

- he feels the Library will most likely open with curbside pick-up in Phase 2.
- SCLS is sent out documents regarding how to re-open libraries moving forward. These documents have been emailed to you.
- the Library purchased (through SCLS) masks and gloves for the staff. These will not be sent unless all hospitals have adequate supplies first. We still do not have them.
- we are still gathering pricing on installing sneeze guards for the Library's public areas.
- department heads will be first to return to work and help in creating a safe environment for their department.
- schools will hold their budget vote on June 9. We will be a line item on the contract districts vote.

## **VI. Unfinished Business**

### **A. Coronavirus**

Updated, reviewed and discussed options to re-open the Library while ensuring the safety of the employees.

## **VII. New Business**

## **VIII. Adjournment**

MOTION to adjourn the meeting at 6:28 PM. (Siegel;Neubert) Unanimously approved.

Respectfully submitted,

Carl Siegel,  
Secretary, Board of Trustees