

**Port Jefferson Free Library
Board of Trustee Meeting Minutes
Monday, June 22, 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
Elyce Winters	Business Manager (<i>incoming</i>)

I. Call to Order, Introductory remarks

J. Grossman called the meeting to order at 6:00 PM.

II. A. MOTION to accept the Agenda for the June 22, 2020 meeting. (Siegel;Jensen)

Unanimously approved.

B. MOTION to accept the minutes of the May 18 Board of Trustee Meeting, the May 28, 2020 Special Board Meeting and the June 15, 2020 Special Board Meeting. (Orofino;Rosenthal)

Unanimously approved.

III. Comments from the Board

President J. Grossman welcomed our new Business Manager, Elyce Winters.

IV. Financial Warrants

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

A. FAO Warrants of May 1, 2020 (\$50,041.33) May 15, 2020 (\$8,659.06) and May 29, 2020 (\$48,674.39).

B. Payroll Warrants of May 1, 2020 (\$51,645.15) May 15, 2020 (\$47,589.24) and May 29, 2020 (\$46,979.60)

C. Warrant of June 22, 2020 (\$41,866.63)

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

V. New Business

A. Director

Director Reported:

- We have decided upon the new Business Assistant and will have to approve her name.
- I am asking you to approve a 2% increase for two eligible confidential employees.
- I would like approval for Christina Blount to be hired as a business consultant.
- We need to adopt the MetLife voluntary life insurance.
- We need board approval to disburse parking tokens that have been in the library's vault for over 10 years.
- As of today, our flooring installation has begun.

B. Personnel

1. **MOTION** to hire Jeannie I. Ingebretsen as Business Assistant not to exceed \$45,000 annually. (Siegel; Orofino) Unanimously approved.

2. MOTION to approve a 2 percent pay increase to the eligible confidential employees beginning July 1, 2020. (Orofino;Connelly) Unanimously approved.

3. MOTION to approve Christina Blount as Business Consultant at a rate of \$50.00 per hour. (Orofino;Siegel) Unanimously approved.

VI. Unfinished Business

A. Director Evaluation

Reviewed and Discussed. The Board agrees and they are happy with Tom's performance as Director. MOTION to accept the Draft Performance Evaluation as the Final Performance Evaluation of the Library Director 2020. (Connelly;Siegel) Unanimously approved.

VII. New Business

A. Reorganization

MOTION to accept the 2020 re-organization document as presented. (Orofino;Siegel) Unanimously approved. (Orofino;Siegel) Unanimously approved.

B. MetLife

MOTION to adopt voluntary life insurance through MetLife fully funded by Employees beginning July 1, 2020. (Orofino;Siegel) Unanimously approved.

C. Parking Tokens

MOTION to disburse PJ Village parking tokens equally to staff as per auditor's recommendations. (Jensen;Rosenthal) Unanimously approved.

VII. Adjournment

MOTION to adjourn the meeting at 6:23 PM. (Neubert;Rosenthal) Unanimously approved.

Respectfully submitted,

Carl Siegel,
Secretary, Board of Trustees

Recorded by Valerie Schwarz