

**Port Jefferson Free Library
Board of Trustee Minutes of the
Special Meeting of Monday, July 13, 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
Elyce Winters, Business Manager

I. Call to Order, Introductory remarks

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

II. Comments from the Board

President, J. Grossman asked Director to give a report on the current status of re-opening the Library. T. Donlon reported the new flooring is 90% complete. He believes we are looking to begin curbside pick-up slowly for this Wednesday, July 15. There will not be any tables or chairs available for patrons to linger for extended period of times. The Library's basement will be for staff only. He does not foresee in-library programming for this year.

III. New Business

A. Appointment

MOTION to approve the hire of Eric Coverdale as our Network and Technology Manager at Step 7, \$68,031.60 annually. (Siegel;Neubert) Unanimously approved.

B. Payroll

Reviewed and discussed the various payroll quotes.

MOTION to approve contracting with Paychex for the Library payroll company for a fee amounting to \$811.50 monthly. (Orofino;Rosenthal) Unanimously approved.

IV. Adjournment

MOTION to adjourn the meeting at 6:10 PM. (Neubert;Connolly) Unanimously approved.

Respectfully submitted,

Carl Siegel,
Secretary, Board of Trustees