

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

I. Call to Order, Introductory remarks

C. Neubert called the meeting to order at 6:01 PM.

II. A. MOTION to approve the Agenda for the July 27, 2020 meeting. (Orofino;Siegel)
Unanimously approved.

B. MOTION to accept the minutes of the June 22, 2020 Board of Trustee Meeting and the July 13, 2020 Special Board Meeting. (Siegel;Orofino) Unanimously approved.

III. Comments from the Board

None.

IV. Financial Warrants

A. Business Manager's report to the Treasurer

B. Comparative Statement of Expenses and Revenue for the month ending June 2020

C. Expenses at a Glance for July

1. FAO Warrants of June 12, 2020 (\$49,106.13) June 26, 2020 (\$47,361.02)
2. Payroll Warrants of June 12, 2020 (\$45,655.76) June 26, 2020 (\$48,463.05)
3. Health Insurance Reimbursement Warrant of June 30, 2020 (\$6,045.70)
4. Vacation Buy Back Warrant of July 8, 2020 (\$38,393.123)
5. Warrant of July 27, 2020 (\$172,021.41)
6. July 27, 2020 Capital Warrant (\$40,000.00).

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

MOTION to accept the Comsewogue-Port Jefferson Library Services Joint Contract 2020-21 for service to Miller Place along with the Comsewogue-Port Jefferson Library Services Joint Contract 2020-21 for service to Mount Sinai. (Jensen;Orofino) Unanimously approved.

V. New Business

A. Director

Director Reported:

- We need to discuss the reopening plan of the Library.
- We need to accept the resignation of substitute Library Aide, Peggy Meehan.
- I am asking you to accept the Joint contracts for service to Miller Place and Mount Sinai.
- We need to approve the final payment for work completed by BBS Architects.

B. Personnel

1. MOTION to accept the June 15 resignation of substitute Library Aide, Peggy Meehan. (Siegel;Jensen) Unanimously approved.

VI. Unfinished Business**A. Covid Update**

Reviewed and discussed.

MOTION to amend the motion previously adopted at the Special Meeting of March 13, 2020 regarding emergency pay, thus beginning August 3, 2020 the library will discontinue emergency pay,pending attorney input. (Orofino;Connelly) Unanimously approved.

B. Architect Update

Reviewed and discussed.

MOTION to pay BBS Architecture \$40,000 as the final payment of monies due for past services rendered. (Siegel;Rosenthal) Unanimously approved.

VII. New Business**A. Budget 2020-21**

Reviewed and discussed. MOTION to adopt a 0% Budget increase for the fy-2020-21 while not holding a budget vote. (Siegel;Orofino) Unanimously approved.

VIII. Adjournment

MOTION to adjourn the meeting at 6:35 PM. (Orofino;Connelly) Unanimously approved.

Respectfully submitted,

Carl Siegel,
Secretary, Board of Trustees

Recorded by Valerie Schwarz