

**Port Jefferson Free Library
Board of Trustee Meeting Minutes
Monday, August 31, 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 6:01 PM.

II. A. MOTION to approve the Agenda for the August 31, 2020 meeting. (Siegel;Neubert)
Unanimously approved.

B. MOTION to accept the minutes of the July 27, 2020 Board of Trustee Meeting.(Neubert;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 July 2020

C. Expenses at a Glance for August

1. FAO Warrants of July 10, 2020 (\$45,573.13) and July 24, 2020 (\$45,365.92)
2. Payroll Warrants of July 10, 2020 (\$49,106.13) and July 24, 2020 (\$47,361.02)
3. July 27, 2020 Payroll Warrant (\$110.27)
4. August 17, 2020 Warrant (\$50,925.92).

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

V. New Business

A. Director

Director Reported:

- We only have a few Personnel motions to get through tonight.

B. Personnel

MOTION to appoint Melanie Hamilton from Librarian Trainee to Librarian, Step 1, \$31.43 per hour, effective immediately. (Connelly;Orofino) Unanimously approved.

MOTION to reclassify Library Aide, Rose Barry from quarter-time to half-time, same step and salary, effective immediately. (Siegel;Rosenthal) Unanimously approved.

MOTION to accept the resignation of Technical Services Clerk, Denise Guida, effective August 29, 2021. (Siegel;Connelly) Unanimously approved.

VI. Unfinished Business

VII. New Business

A. Library Hours

Reviewed and discussed extending the Library Summer hours schedule through the Spring of 2021. The Board will revisit this every few months.

MOTION to extend the summer hours of the Port Jefferson Free Library until Spring 2021. (Siegel;Connelly) Unanimously approved.

VIII. Adjournment

MOTION to adjourn the meeting at 6:19 PM. (Orofino;Connelly) Unanimously approved.

Respectfully submitted,

Carl Siegel,
Secretary, Board of Trustees