

**Port Jefferson Free Library
Board of Trustee Meeting Minutes
Monday, September 29, 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. A. MOTION to approve the Agenda for the September 29 meeting. (Siegel;Jensen)

Unanimously approved.

B. MOTION to approve the minutes of the August 31, 2020 Board of Trustee Meeting. (Siegel;Rosenthal) 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 August 2020

C. Expenses at a Glance for September 2020

1. FAO Warrants of August 7 (\$16,559.85) & August 21, 2020 (\$45,828.35).
2. Payroll Warrants of August 7 (\$46,405.00) & August 21, 2020 (\$47,320.02).
3. Special Payroll Warrant of August 28, 2020 (\$1,891.47).
4. Warrant of September 28, 2020 (\$25,718.17).
5. Capital Warrant of September 28, 2020 (\$97,715.12).

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

V. New Business

A. Director

Director Reported:

- We need to increase our custodial staff largely due to the Covid-19 disinfecting of our buildings along with having two open vacancies.
- We need to accept the retirement and rehire of long-time circulation clerk, Kerry Calace.
- Our IT manager gathering price quotes for the cost of replacing out outdated phone system.
- Suffolk County Board of Elections is looking into having the Library as a polling site on Election Day in November.
- He met with the Building Committee on September 22 and will be giving a report later in the meeting.

B. Personnel

Reviewed and discussed employment history of K. Calace.

MOTION to accept the retirement of Circulation Clerk, Kerry Calace. (Jensen;Rosenthal) Unanimously approved.

MOTION to hire Kerry Calace as part-time Circulation Clerk, same step and salary, effective immediately. (Jensen;Orofino) Unanimously approved.

Reviewed and discussed employment history of M. Briachiodetta.

MOTION to APPROVE the termination of employment of Michael Briachiodetta, substitute custodian. (Neubert;Rosenthal) Unanimously approved.

MOTION to APPROVE the hire of a full-time custodian, Step 1 at \$19.52 hour. (\$35,526.40 annually) (Siegel;Neubert) Unanimously approved.

VI. Unfinished Business

Telecommuting Policy-2nd Pass

MOTION to ADOPT the Telecommuting Policy as presented. (Siegel;Neubert) Unanimously approved.

VII. New Business

A. Library Liability Insurance

Reviewed and discussed. MOTION to ACCEPT Regan Agency Inc.'s *By the Cover* Liability and Umbrella insurance at a cost of \$26,047.84 annually. (Siegel;Rosenthal) Unanimously approved.

B. Building Committee

A brief report was given by T. Donlon, Director regarding the Building committee meeting that was held on September 22. The plan includes:

- Engage BBS Architecture to get a rough cost estimate and time-line on the rehab. of 205 E. Main Street with the final objective being to bring over the Teen Center/Friends and reduce the cost involved with the rental property.
- To renew the Teen Center lease with a year-by-year opt out.
- To submit a site-plan to the Village for the outdoor space at 114 Thompson Street to hold programs such as Yoga, Tai Chi or other outdoor programs.

VIII. Adjournment

MOTION to adjourn the meeting at 6:48 PM. (Orofino;Connelly) Unanimously approved.

Respectfully submitted,

Carl Siegel,
Secretary, Board of Trustees