

**Port Jefferson Free Library
Board of Trustee Meeting Minutes
Monday, October 26, 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 6:02 PM.

II. A. MOTION to approve the Agenda for the October 26, 2020 meeting. (Siegel;Rosenthal)
Unanimously approved.

B. MOTION to approve the minutes of the September 29, 2020 Board of Trustees Meeting. (Siegel;Orofino) Unanimously approved.

III. Comments from the Board

IV. Financial Warrants

A. Business Manager's report to the Treasurer

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

C. Expenses at a Glance for October 2020

1. FAO Warrants of September 4, 2020 (\$6,224.09) & September 18, 2020 (\$54,093.27).
2. Payroll Warrants of September 4, 2020 (\$48,917.67), September 5, 2020 (\$1,518.28) & September 18, 2020 (\$49,162.40).
3. Warrant of October 26, 2020 (\$50,094.31).
4. Capital Warrant of October 26, 2020 (\$42,347.09).

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

V. New Business

A. Director

Director Reported:

- We completed interviewing and need to vote on our full-time custodian.
- On October 8th BBS Architecture was here reviewing our cottage property.
- Three Trustee applications have been picked up. One completed application has been returned. The deadline for completed applications is Friday November 13.
- It is official. The Library is a polling site for the General Election on November 3, 2020. All of the authorities have been notified including the 6th precinct.
- The Teen Center lease has been renewed with most favorable conditions.
- We will be installing a front rail on the E. Main Street doorway.

B. Personnel

MOTION to APPROVE the hire of Frank Maniaci as full-time custodian, Step 1 at \$19.52 hour. (\$35,526.40 annually) (Rosenthal;Jensen) Unanimously approved.

VI. Unfinished Business

A. Building update

BBS Architecture was here to discuss plans for the cottage. The next step will be engaging an engineer to study the weight/load bearing.

We are still in the process of obtaining the site permits to use our outdoor space at 114 Thompson Street.

B. Library Hours

The Board discussed re-opening the Library on Sundays. The topic was reviewed and discussed.

MOTION to rescind the Summer hours motion previously passed in August 2020 and reopen the Library on Sundays from 1:00 through 5:00 PM. (Siegel;Orofino) Unanimously approved.

VII. New Business

A. Farrell/Fritz Attorneys

Reviewed and discussed the outstanding Farrell/Fritz invoice. Decided that the board will pay this invoice contingent to it being Farrell Fritz's final invoice.

MOTION to pay Farrell Fritz Attorneys \$39,487.09 as payment of monies due for the past services rendered as of October 1, 2020. (Rosenthal;Connelly) Unanimously approved.

Vice President, C. Neubert inquired about the Friends Bookstore re-opening along with holding Library events, programs along with tutoring inside the Library.

The Director explained that he is bound by Suffolk County and NY State rules. He doesn't want to risk the health of the community. This can be revisited in the future.

VIII. Adjournment

MOTION to adjourn the meeting at 6:43 PM. (Siegel;Connelly) Unanimously approved.

Respectfully submitted,

Carl Siegel,
Secretary, Board of Trustees