

**Port Jefferson Free Library  
Board of Trustee Meeting Minutes  
Monday, December 14, 2020 6:00 PM**

**Present**

John Grossman	President
Christian Neubert	Vice President
Joseph Orofino	Secretary
Nicole Connelly	Trustee
Karyn Jensen	Trustee (absent)
Joel Rosenthal	Trustee
Carl Siegel	Trustee
Thomas Donlon	Library Director
Valerie Schwarz	Assistant Director
Elyce Winters	Business Manager (absent)

**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 December 14, 2020 meeting. (Siegel;Connelly)  
Unanimously approved.

**B. MOTION** to approve the minutes of the November 16, 2020 Board of Trustee Meeting and the Special Meeting of December 3, 2020. (Siegel;Orofino) Unanimously approved.

**III. Comments from the Board**

None.

**IV. Financial Warrants**

A. Business Manager's report to the Treasurer given by T. Donlon

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

C. Expenses at a Glance for December 2020

1. FAO Warrants of November 13, 2020 (\$47,852.84) & November 27, 2020 (\$56,064.59).

2. Payroll Warrants of November 13, 2020 (\$49,858.20) & November 27, 2020 (\$52,054.05).

3. Warrant of December 14, 2020 (\$44,951.06).

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

A draft copy of the 2021 budget was reviewed and discussed. A more definitive budget will be discussed and adopted at the January meeting.

**V. New Business**

**A. Director**

Director Reported:

- We need to accept two custodial appointments at this meeting.
- We need to terminate and canvass for a new security guard.
- The Library had a surprise fire inspection which forced us to replace faulty exit signage throughout the building.
- It is the time of year that we renew our annual service contract with Thermal Solutions for our HVAC.
- We intend to sign a 5-year contract for better, faster Internet at a slightly lower payment than what we are currently paying.

## **B. Personnel**

Reviewed and discussed various personnel issues.

MOTION to approve the termination of employment of Afshin Milani and canvass for a replacement security guard. (Connelly;Rosenthal) Unanimously approved.

MOTION to approve the hire of Sean Cassidy as half-time custodian, Step 1, \$19.52/hour, effective immediately. (Siegel;Connelly) Unanimously approved.

MOTION to approve the hire of Eric G. Ringgold Sr. as substitute custodian, Step 1, \$19.52/hour, effective immediately. (Siegel;Orofino) Unanimously approved.

## **VI. Unfinished Business**

### **Building Update-**

The Director reviewed and discussed the recent Building Committee meeting plans with the Board. BBS landscape architecture is currently working on the 114 Thompson Street site-plan. The designs will be shared when completed.

We are still waiting for our testing and analysis report from JC Broderick & Associates for our cottage property. When the report is received, it will be shared and sent to BBS.

## **VII. New Business**

### **A. Thermal Solutions**

MOTION to accept the annual Thermal Solutions Maintenance & Service agreement at a cost of \$6115.00. (Siegel;Rosenthal) Unanimously approved.

### **B. Board of Trustees - Slate of Officers nominations**

C. Neubert nominated the current slate of Officers to remain in place for the 2021 year. (Neubert;Rosenthal) Unanimously approved.

### **C. Covid**

Reviewed and discussed our current in-place protocols.

## **VIII. Adjournment**

MOTION to adjourn the meeting at 6:34 PM. (Siegel;Rosenthal) Unanimously approved.

Respectfully submitted,

Carl Siegel,  
Secretary, Board of Trustees

*Recorded by Valerie Schwarz*