

**Port Jefferson Free Library
Board of Trustee Meeting Minutes
Monday, November 16, 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 November 16, 2020 meeting. (Siegel;Rosenthal)
Unanimously approved.

B. MOTION to approve the minutes of the October 26, 2020 Board of Trustee 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 October 2020

C. Expenses at a Glance for November 2020

1. FAO Warrants of October 2 (\$5,974.70) October 16 (\$18,897.95) & October 30, 2020 (\$4,322.63).
2. Payroll Warrants of October 2 (\$49,269.80) October 16 (\$49,789.90) & October 30, 2020 (\$49,832.74).
3. Special Payroll Warrant of October 5, 2020 (\$2,489.30).
4. Warrant of November 16, 2020 (\$110,621.97).
5. Capital Warrant of November 16, 2020 (\$3,800.00).

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

V. New Business

A. Director

Director Reported:

- We need to replace our Business Assistant.
- We need to accept the retirement and rehire of long-time clerk, Barbara Jutting.
- We need to increase the hours of one of our quarter-time clerks to half-time.
- The voting at the Library during the general election on November 3 went smoothly.
- We must start thinking about next year's budget numbers.
- The Covid committee has put together a micro cluster plan for the Library.

B. Personnel

Reviewed and discussed various personnel issues.

MOTION to approve the termination of employment of Jennie I. Ingebretsen.
(Siegel;Connelly) Unanimously approved.

MOTION to approve the hire of Lisa McDonnell as Business Assistant not to exceed \$50,000.00 annually, effective immediately. (Siegel;Connelly) Unanimously approved.

MOTION to accept the retirement of Clerk, Barbara Jutting dated November 30. (Jensen;Orofino)
Unanimously approved.

MOTION to approve the hire of Barbara Jutting as quarter time-time Clerk, same step and salary.
(Jensen;Rosenthal) Unanimously approved.

MOTION to reclassify Jiahui Chen from quarter-time to half-time Clerk, same step and salary.
(Siegel;Rosenthal) Unanimously approved.

VI. Unfinished Business

Building Update-

The Director reviewed and discussed the current status of the site planning application with the Village for our open space at 114 Thompson Street.

The Cottage property was reviewed and discussed. First on the list is a pre-construction survey.

MOTION to approve the contract with JC Broderick & Associate for a preconstruction survey, including sampling and analysis of suspect asbestos and lead containing materials, at a cost of \$8,900.00.
(Siegel;Jensen) Unanimously approved.

VII. New Business

A. SCLS Budget

Reviewed and discussed the SCLS budget and their Board of Trustees.

MOTION to cast 5 votes in favor of the SCLS FY 2021 Operating Budget as presented. (Siegel;Rosenthal)
Unanimously approved.

B. SCLS Board of Trustees

MOTION to cast 5 votes in favor of Susan Tychnowicz for SCLS Board of Trustees.
(Neubert;Connelly) Unanimously approved.

C. Policy Committee

Reviewed and discussed reforming the policy committee.

It was decide that Nicole Connelly and Karyn Jensen will form the committee with Christian Neubert as a consultant.

VIII. Adjournment

MOTION to adjourn the meeting at 6:56 PM. (Siegel;Orofino) Unanimously approved.

Respectfully submitted,

Carl Siegel,
Secretary, Board of Trustees