

**Port Jefferson Free Library
Board of Trustee Meeting Minutes
Monday, January 25, 2021 6:00 PM**

Present

John Grossman	President
Christian Neubert	Vice President
Joseph Orofino	Financial Officer
Nicole Connelly	Secretary
Karyn Jensen	Trustee
Joel Rosenthal	Trustee
Jennifer Schaefer	Trustee
Thomas Donlon	Library Director
Valerie Schwarz	Assistant Director

I. Call to Order, Introductory remarks

J. Grossman called the meeting to order at 6:01 PM and welcomed our 3 newly elected Trustees; Karyn Jensen, Nicole Connelly and Jennifer Schaefer. He reminded all Board members that the responsibilities of a Trustee include more than the monthly board meeting.

A. Oath of Office-administered by T. Donlon.

B. Library Audit Report

Reviewed and discussed the 2020 Library Audit report with A. Coster of Baldessari and Coster LLP. MOTION to accept the June 30, 2020 Port Jefferson Library Financial Audit report as prepared and presented by Baldassari and Coster LLP. (Connelly;Rosenthal) Unanimously approved.

C. Slate of Officers

N. Connelly was nominated as Secretary to complete the slate of Board Officers. MOTION to accept the Board of Trustees, slate of Officers for 2021. (Rosenthal;Jensen) Unanimously approved.

2021 Slate of Officers:

J. Grossman, President; C. Neubert, V. President; J.Orofino, Financial Officer; N. Connelly, Secretary.

II. Comments from the Board

A. MOTION to approve the Agenda for the January 25, 2021 meeting. (Rosenthal;Jensen) Unanimously approved.

B. MOTION to approve the Minutes of the December 15, 2020 Board of Trustees and the Minutes of the Special Meeting of January 15, 2021. (Jensen;Orfino) 1-abstention;Schaefer. Motion approved.

III. Financial Warrants

A. Monthly report given by T. Donlon

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

C. Expenses at a Glance for January 2021.

1. FAO Warrants of December 11, 2020 (\$321,342.39) & December 25, 2020. (\$13,618.60)
2. Payroll Warrants of December 11, 2020 (\$55,036.82), December 25, 2020. (\$50,327.34)
3. Warrant of January 25, 2021. (\$38,408.59)

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

IV. New Business

A. Director

Director Reported:

- We completed interviewing and need to vote on our part-time Security Guard.

- We will review and adopt our operating budget for the upcoming year.
- We need to make a motion for BBS architecture to complete a master plan for our 114 Thompson Street property.
- Our annual Library Counsel retainer needs to be approved.
- We will need to go into Executive Session to discuss some personnel issues.

B. Personnel

MOTION to reclassify Security Guard Juan Nieto from substitute to part time, same step and salary. (Rosenthal;Connelly) Unanimously approved.

V. Unfinished Business

A. Building Update

MOTION to contract with BBS Architects for \$4,500 for a color rendered conceptual master plan for the 114 Thompson Street property. (Rosenthal;Connelly) Unanimously approved.

B. Library Budget 2021-2022

WHEREAS, the adoption of the 2021-2022 Fiscal Year budget for the Port Jefferson Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and while it is not this Board's intention to exceed the New York State Tax Cap, we are very concerned with the lack of timely guidance, cooperation, and information coming from the New York State agencies charged with enforcing this law.

We feel it is necessary to enact this override resolution in order to protect our community's investment in their public library. This will make our community immune from any errors, omissions, or other difficulties arising from the enforcement of this law.

WHEREAS, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it RESOLVED, that the Board of Trustees of the Port Jefferson Free Library voted and approved to exceed the tax levy limit for the 2021-2022 Fiscal Year by at least the sixty percent of the board of trustees as required by state law on January 25, 2021.

MOTION to adopt the Tax Cap Resolution as presented. (Orofino;Jensen) Unanimously approved.

MOTION to adopt the following resolution: (Approval of the PJFL Budget 2021-22)

A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022, MAKING APPROPRIATIONS FOR THE OPERATION OF THE PORT JEFFERSON FREE LIBRARY FOR SUCH A PERIOD. WHEREAS, this board has met at the time and place required to deliberate on the proposed operating budget for fiscal year 2021-2022 and heard all persons desiring to be heard thereon; now, therefore, be it RESOLVED, the sum of \$3,242.315 be approved for the general use and maintenance of the Port Jefferson Free Library during the fiscal year July 1, 2021-June 30, 2022, which said sum shall be raised by the taxation on the taxable property in Union Free School District #6, and that the Board of Education of said district be authorized and directed to collect said sum as provided by section 416 of the education law.

MOTION to adopt the 2021-22 Library Operating Budget as presented. (Orofino;Jensen) Unanimously approved.

VI. New Business

A. Library Attorney

Reviewed and discussed

MOTION to renew our contract with Kevin Seaman as General Counsel/Labor Counsel for an annual retainer of \$8,500 for the year 2021. (Orofino;Connelly) Unanimously approved.

MOTION to move the meeting into Executive Session at 6:55 PM to discuss personnel. (Rosenthal;Jensen) Unanimously approved.

MOTION to resume regular session at 7:08 PM (Jensen;Rosenthal) Unanimously approved.

MOTION to rescind all motions made on January 15 regarding the termination and severance pay of Elyce M. Winters, effective immediately (Orofino;Jensen) Unanimously approved.

MOTION to accept the January 25 resignation of Elyce M. Winters, effective immediately. (Connelly;Rosenthal) Unanimously approved.

MOTION to post the open Business Manager position and interview candidates. (Rosenthal;Jensen) Unanimously approved.

MOTION to approve payment to Lincoln Investment Group the sum of \$4,151.74 total to reconcile the 403B accounts of nine employees. (Rosenthal;Jensen) Unanimously approved.

VII. Adjournment

MOTION to adjourn the meeting at 7:23 PM. (Rosenthal;Connelly) Unanimously approved.

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Valerie Schwarz