

**Port Jefferson Free Library
Board of Trustee Meeting Minutes
Monday, February 22, 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 6:03 PM.

II. A. MOTION to approve the Agenda for the February 22, 2021 meeting. (Rosenthal;Jensen)
Unanimously approved.

B. MOTION to approve the Minutes of the January 25, 2021 Board of Trustees Meeting.
(Rosenthal;Connelly) Unanimously approved.

II. Comments from the Board

None

III. Financial Warrants

A. Monthly report given by T. Donlon

B. Comparative Statement of Expenses and Revenue for the month ending January 2021.

C. Expenses at a Glance for February 2021.

1. FAO Warrants of January 8, 2021 (\$40,244.16) & January 22, 2021. (\$7,539.20)
2. Payroll Warrants of January 8, 2021 (\$50,722.96), January 22, 2021. (\$51,851.10)
3. Warrant of February 22, 2021. (\$32,771.89)

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

IV. New Business

A. Director

Director Reported:

- We currently do not have a name for the open Business Manager position.
- We need to discuss the current BBS architecture draft plan for our 114 Thompson Street property.
- We need to rescind an employment offer made to a custodial applicant who will not be working for us.
- We will need to go into Executive Session to discuss some personnel issues.
- Due to Covid, the State Report deadline was extended to April 1. We shall discuss the report at our next meeting.

B. Personnel

MOTION to rescind the December 14, 2020 employment offer made to Eric G. Ringgold, effective immediately. (Jensen;Rosenthal) Unanimously approved.

V. Unfinished Business

A. Building Update

Reviewed and discussed BBS Architects draft illustration. All members in agreement with design. BBS will be notified to continue with final illustration.

VI. New Business

MOTION to move the meeting into Executive Session at 6:31 PM to discuss personnel. (Orofino;Connelly) Unanimously approved.

MOTION to move the meeting out of Executive Session at 6:46 PM. (Neubert;Jensen) Unanimously approved.

VII. Adjournment

MOTION to adjourn the meeting at 6:50 PM. (Neubert;Jensen) Unanimously approved.

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees