

**Port Jefferson Free Library**  
**Board of Trustee Meeting Minutes**  
**Monday, March 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

C. Neubert called the meeting to order at 6:02 PM.

**II. A. MOTION** to approve the Agenda for the March 22, 2021 meeting. (Connelly;Rosenthal)  
Unanimously approved.

**B. MOTION** to accept the minutes of February 22, 2021 Board of Trustees Meeting, and the minutes of the special meetings of February 25, 2021 and March 9, 2021. (Connelly;Rosenthal)  
Unanimously approved.

**II. Comments from the Board**

None

**III. Financial Warrants**

A. Monthly report given by T. Donlon

B. Comparative Statements of Expenses and Revenue for the month ending February 2021.

C. Expenses at a Glance for March 2021.

1. FAO Warrants of February 5, 2021 (\$18,637.23) & February 19, 2021 (\$66,425.06).

2. Payroll Warrants of February 5, 2021(\$51,032.98) & February 19, 2021(\$48,957.77)

3. Warrant of March 22, 2021 (\$138,899.15)

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

**IV. New Business**

**A. Director**

Director Reported:

- The Covid committee met and have discussed new protocols on reopening the Library.
- Our Legend Group (403B) plan administrators have left Legend Group and moved to Coastline Wealth Management. They will meet with participants to showcase Coastline's benefits on March 24.
- We need to discuss the State report and formally accept it.
- The Board of Elections will hold a Special Election at the Library on Tuesday, March 23, 2021.

## **B. Personnel**

No changes.

## **V. Unfinished Business**

### **A. Building Update**

Reviewed and discussed 114 landscape design. C. Neubert asked if the property was large enough to accommodate the design. Director will contact BBS to voice concerns regarding the space issue.

## **VI. New Business**

### **A. State Report**

MOTION to approve the Port Jefferson Free Library Annual Report for Public and Association Libraries-2020, pending SCLS approval. (Connelly;Orofino) Unanimously approved.

### **B. Covid Committee update**

Updated guidelines from the committee are as follows:

- reduction in quarantine time for materials from 72 to 24 hours
- expand time allowed in library from one half hour to a full hour
- circulate newspapers and periodicals
- remove the desk in vestibule to allow regular flow of traffic
- eliminate the one-way only
- add additional seating and sneeze guards at tables
- put a procedure in place that seating must be wiped down after each patron use

## **VII. Adjournment**

MOTION to adjourn the meeting at 6:21 PM. (Jensen;Rosenthal) Unanimously approved.

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees