

Port Jefferson Free Library
Board of Trustee Meeting Minutes
Monday, April 26, 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
Jennifer DeLeo	Business Manager

I. Call to Order, Introductory remarks

J.Grossman called the meeting to order at 6:04 PM.

II. A. MOTION to approve the Agenda for the April 26, 2021 meeting. (Jensen;Orofino)
Unanimously approved.

B. MOTION to accept the minutes of March 22, 2021 Board of Trustees Meeting. (Connelly;Rosenthal)
Unanimously approved.

II. Comments from the Board

None

III. Financial Warrants

A. Monthly report given by Jennifer DeLeo

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

C. Expenses at a Glance for April 2021.

1. FAO Warrants of March 5, 2021 (\$7,997.64) & March 19, 2021 (\$48,046.85).
2. Payroll Warrants of March 5, 2021(\$50,257.61) & March 19, 2021(\$49,396.25)
3. Warrant of April 26, 2021 (\$69,249.03)
4. Capital Warrant of March 5, 2021 (\$8,018.75)

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

IV. New Business

A. Director

Director Reported:

- He thanked the Covid committee on reopening the Library safely.
- We need to accept the appointment of a new substitute custodian.
- We need to accept Coastline Wealth Management as a 403B administrator at the Library.
- We need to accept our engagement letter from our auditor for the upcoming year's audit.
- Our treasurer Kate Calabrese has submitted her resignation and we must look for a replacement.
- We need to approve a quote from our electrician for modifications to our study porch.

At 6:22 PM there was a MOTION to move the meeting into Executive session to discuss personnel. (Connelly;Schaefer) Unanimously approved.

At 6:41 PM the meeting resumed regular session.

B. Personnel

MOTION to accept the retirement of Assistant Director, Valerie Schwarz dated March 23, 2021. (Neubert;Orofino) Unanimously accepted.

MOTION to post and interview for the open Assistant position. (Jensen;Connelly) Unanimously accepted.

MOTION to hire Jose Luis Escalante as substitute custodian, Step 1-\$19.52/hour, effective April 26, 2021. (Schafer;Jensen) Unanimously approved.

V. Unfinished Business

A. Planning Update

The MOTION for the 114 Thompson Street design was tabled until the Building Committee has a chance to meet to review the proposed plan.

B. Coastline Wealth Management

MOTION to contract with Coastline Wealth Management as a plan administrator of the Library's 403B plan. (Orofino;Rosenthal) Unanimously approved.

VI. New Business

A. Audit

MOTION to accept the 2021 Library audit proposal from Baldessari & Coster LLP at a cost not to exceed \$11,250.00. (Orofino;Connelly) Unanimously accepted.

B. Study Porch conversion

MOTION to contract with Bass Electric Inc. for electrical work, estimate #2322, study porch conversion, at a cost not to exceed \$6,375.00. (Rosenthal;Jensen) Unanimously approved.

VII. Adjournment

MOTION to adjourn the meeting at 6:53 PM. (Jensen;Rosenthal) Unanimously approved.

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Valerie Schwarz