

Port Jefferson Free Library
Board of Trustee Meeting Minutes
Monday, June 28, 2021 6:00 PM

Present

John Grossman	President
Christian Neubert	Vice President (absent with excuse)
Joseph Orofino	Financial Officer
Nicole Connelly	Secretary
Karyn Jensen	Trustee (absent with excuse)
Joel Rosenthal	Trustee
Jennifer Schaefer	Trustee
Thomas Donlon	Library Director
Valerie Schwarz	Assistant Director
Jennifer DeLeo	Business Manager
Tori Marmol	Administrative Assistant

I. Call to Order, Introductory remarks

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

II. A. MOTION to approve the Agenda for the June 28, 2021 meeting. (Orofino;Rosenthal)

Unanimously approved.

B. MOTION to accept the minutes of May 24, 2021 Board of Trustees Meeting. (Connelly;Schaefer)

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 May 2021.

C. Expenses at a Glance for June 2021.

1. FAO Warrants of May 14, 2021 (\$51,548.10) & May 28, 2021 (\$27,746.78).

2. Payroll Warrants of May 14, 2021 (\$52,001.74) & May 28, 2021 (\$50,746.14).

3. Warrant of June 28, 2021 (\$65,713.41)

MOTION to accept all financial warrants as presented. (Connelly;Rosenthal) Unanimously approved.

IV. New Business

A. Director

Director Reported:

- We need to accept this upcoming year's reorganization document.
- We have two resignations that need to be voted on along with hiring Val as a consultant.
- Our container has been donated to Hope House Ministries.
- We are gathering price quotes on our wooden facade.
- Our study porch has been converted to our new computer area.

B. Personnel

MOTION to accept the resignations of Security Guard, Wayne Maurer and Custodian, Sean Cassidy and to canvas and replace both at Step 1, \$19.92 per hour, effective July 1, 2021. (Connelly;Schaefer) Unanimously accepted.

MOTION to approve Valerie Schwarz as an Administrative Consultant at a rate of \$70.00 per hour, effective July 13, 2021, (Connelly;Schafer) Unanimously accepted.

V. Unfinished Business**A. Planning Update**

There was a brief discussion regarding the BBS plans for the 205 E. Main Street property.

MOTION to approve the amended BBS contract of June 2, 2021 for 205 East Main Street. (Orofino;Rosenthal) Unanimously approved.

VI. New Business**A. Reorganization**

MOTION to accept the 2021-22 Reorganization document as presented. (Orofino;Connelly) Unanimously approved.

VII. Adjournment

MOTION to adjourn the meeting at 6:25 PM. (Connelly;Orofino) Unanimously approved.

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Valerie Schwarz