

**Port Jefferson Free Library**  
**Board of Trustee Meeting Minutes**  
**Monday, May 24, 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

President, J. Grossman called the meeting to order at 6:03 PM.

**II. A. MOTION** to approve the Agenda for the May 24, 2021 meeting. (Connelly;Orofino)  
Unanimously approved.

**B. MOTION** to accept the minutes of April 28, 2021 Board of Trustees Meeting and the May 2, 2021 special meeting minutes. (Neubert;Orofino) Unanimously approved.

**II. Comments from the Board**

Happy to be meeting back in person.

**III. Financial Warrants**

A. Monthly report given by Jennifer DeLeo

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

C. Expenses at a Glance for May 2021.

1. FAO Warrants of April 2, 2021 (\$2,526.24) April 16, 2021 (\$56,597.28) & April 30, 2021 (\$8,746.42).
2. Payroll Warrants of April 2, 2021 (\$49,048.24) April 16, 2021(\$47,497.11) & April 30, 2021(\$51,614.36).
3. Warrant of May 24, 2021 (\$36,712.48)

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

Vice President, C. Neubert suggested that the Ritch Memorial fund be used towards the 114 Thompson Street plan.

**IV. New Business**

**A. Director**

Director Reported:

- He thanked the Covid committee for discussion and modifications for reopening, using CDC guidelines.
- We need to accept the appointment of our new hires; the Treasurer and the Confidential Assistant.
- Our Library worker's compensation policy has come up for renewal and we must review and vote on it.
- We need to discuss the 205 E. Main Street plan in depth.
- BBS is working on getting the permits to begin the work at 114 Thompson Street.
- We will be bringing in a carpenter to refurbish the woodwork on the Thompson Street exterior building façade.

## **B. Personnel**

MOTION to accept the resignation of Kate Calabrese, Port Jefferson Free Library Treasurer, effective immediately. (Neubert;Orofino) Unanimously accepted.

MOTION to approve the hire of Lisa A. Van Middeltem as the Port Jefferson Free Library Treasurer at a rate of \$75.00 hour, effective immediately. (Orofino;Jensen;) Unanimously accepted.

MOTION to approve the hire of Tori Lynn Marmol as full-time Confidential Executive Assistant to the Director at a rate of \$38.48/hour, effective July 1, 2021. (Neubert;Jensen) Unanimously approved.

## **V. Unfinished Business**

### **A. Planning Update**

There was an in-depth discussion regarding the BBS plans for the 205 E. Main Street property. There was also a discussion of gathering price quotes for a Library pick-up truck.

MOTION to approve the BBS plans for 205 East Main Street and move forward to the next phase of the plan at a cost of \$1,056,479.00 (Neubert;Orofino) Unanimously approved.

## **VI. New Business**

### **A. Hartford Insurance**

MOTION to approve payment of \$19,269.00 to the Hartford Insurance Company for the Library's worker's compensation policy for the 2021-22 fiscal year at a cost \$11,250.00. (Orofino;Connelly) Unanimously accepted.

At 6:37 PM there was a MOTION to move the meeting into Executive session to discuss personnel. (Jensen;Schaefer) Unanimously approved.

At 6:57 PM the meeting resumed regular session.

MOTION to approve the May 24, 2021 Draft Performance Evaluation of the Library Director as the Final Performance Evaluation and extend the Director's contract an additional 3 years (through June 30, 2025) with a 2% pay increase effective July 1, 2021. (Neubert;Schafer) Unanimously approved.

## **VII. Adjournment**

MOTION to adjourn the meeting at 6:59 PM. (Neubert;Rosenthal) Unanimously approved.

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Valerie Schwarz*