

PORT JEFFERSON FREE LIBRARY

BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: July 26, 2021

Meeting Time: 6:00 p.m.

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
Jennifer DeLeo, Business Manager
Tori Marmol, Executive Assistant
Valerie Schwarz

I. CALL TO ORDER, Introductory remarks

J. Grossman called the meeting to order at 6:00 p.m.

A. Comments from the Board

None.

B. Comments from the Public

None present.

II. APPROVAL OF MINUTES

MOTION to approve the Agenda for the July 26, 2021 meeting. (Jensen;Rosenthal)

Unanimously approved.

MOTION to accept the minutes of the June 28, 2021 Board of Trustee Meeting. (Orofino;Schaefer)

Unanimously approved.

III. FINANCIAL REPORTS

A. Monthly report given by Jennifer DeLeo

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

C. Expenses at a Glance for July 2021

1. FAO Warrants of June 11, 2021 (\$11,513.82) and June 25, 2021 (\$52,431.58)
2. Payroll Warrants of June 11, 2021 (\$50,429.41) and June 25, 2021 (\$49,744.88)
3. Health Insurance Rebate Warrant of June 25, 2021 (\$10,987.55)
5. Warrant of July 26, 2021 (\$51,484.20)

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

MOTION to accept the transfer of funds in the amount of \$67,500 from the Operating Fund to the Capital Fund as per the April 6, 2021 Library Budget vote. (Connelly;Neubert) Unanimously approved.

MOTION to accept the Comsewogue-Port Jefferson Library Services 2021-2022 Joint Contracts for service to Miller Place and Mount Sinai. (Jensen;Schaefer) Unanimously approved.

IV. LIBRARY REPORTS

A. Director

Director reported:

- The container is officially gone and the fence has been cut down.
- The transformer blew causing server issues, Eric Coverdale was able to fix and reprogram.
- We are slowly getting programs started internally, external programs have been running.
- Met with Friends to discuss tentatively opening up in September.

B. Personnel

No changes.

V. UNFINISHED BUSINESS

A. 114 Thompson Street Update

A public hearing is required for the outdoor space at 114 Thompson Street.

B. 205 E. Main Street Update

Discussed the need to hear back from BBS regarding sprinklers, extinguishers, HVAC, and electrical work.

VI. NEW BUSINESS

A. Fascia Work

MOTION to accept the proposal for fascia work from King Quality not to exceed \$16,775.00. (Orofino;Schaefer) Unanimously approved.

B. Board Meeting Signs

MOTION to rescind the Library open board meeting signs; motion of January 24, 2011. (Connelly;Orofino) Unanimously approved.

C. Library Vehicle

There was a discussion of a library vehicle. More information to come at the August Board Meeting.

D. Covid Update

There was a brief discussion regarding Covid pertaining to the variant, mask wearing, and vaccinations.

VII. ADJOURNMENT

MOTION to adjourn the meeting at 6:27 p.m. (Jensen;Rosenthal) Unanimously approved.

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Tori Marmol