

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: September 27, 2021

Meeting Time: 6:00 p.m.

Present:	John Grossman, President	Joel Rosenthal, Trustee
	Christian Neubert, Vice President	Jennifer Schaefer, Trustee
	Joseph Orofino, Financial Officer	Thomas Donlon, Library Director
	Nicole Connelly, Secretary	Jennifer DeLeo, Business Manager
	Karyn Jensen, Trustee	Tori Marmol, Executive Assistant

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 AGENDA/MINUTES

MOTION to approve the Agenda for the September 27, 2021 Board of Trustee Meeting. (Jensen; Rosenthal) Unanimously approved.

MOTION to accept the minutes of the July 26, 2021 Board of Trustee Meeting. (Schaefer; Jensen) Unanimously approved.

MOTION to accept the minutes of the September 2, 2021 Special Board of Trustee Meeting. (Schaefer; Jensen) Unanimously approved.

III. FINANCIAL REPORTS

A. Monthly report given by Jennifer DeLeo

B. Comparative Statement of Expenses and Revenue for the Month Ending July 2021 and August 2021

C. Expenses at a Glance for September 2021

1. FAO Warrants of July 9, 2021 \$47,442.59 and July 23, 2021 \$16,539.84
2. Payroll Warrants of July 9, 2021 \$49,990.80 and July 23, 2021 \$50,548.73
3. Vacation Buy Back Warrant as of July 9, 2021 \$41,031.65
4. Warrant of August 23, 2021 \$68,147.57
5. FAO Warrants of August 6, 2021 \$25,518.40 and August 20, 2021 \$48,635.77
6. Payroll Warrants of August 6, 2021 \$50,295.61 and August 20, 2021 \$49,893.66
7. Capital Warrant of August 6, 2021 \$5,000.00 and August 23, 2021 \$4,500.00
8. Warrant of September 27, 2021 \$73,878.03

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

MOTION to approve payment to the Regan Agency for the 2021-2022 renewals for our Library Insurances in the amount of \$22,741.01. (Orfino; Schaefer) Unanimously approved.

MOTION to approve a budget transfer of \$75,000 from the Transfer to Debt Service Fund budget line to the Salaries budget line, retroactive to June 30, 2021. (Connelly; Schaefer) Unanimously approved.

MOTION to approve opening an additional checking account with Dime Savings Bank for the Debt Service Fund as per the recommendation of our auditors. (Jensen; Connelly) Unanimously approved.

IV. LIBRARY REPORTS

A. Director

Director reported:

- The fascia work project has been completed.
- The uneven portion of the brick walkway was reset in front of the Library.
- The roof may be the next thing that will need to get replaced.
- We need to accept the assignments for the two new Security Guards.
- We are still canvassing for a part-time custodian.

B. Personnel

MOTION to accept the resignation of Library Aide Susan Montgomery, effective August 3, 2021. (Orofino; Schaefer) Unanimously approved.

MOTION to accept the resignation of Circulation Clerk Rosalie Loizos, effective October 1, 2021. (Jensen; Rosenthal) Unanimously approved.

MOTION to rehire Rosalie Loizos as Circulation Clerk, same step and salary, effective immediately. (Schaefer; Neubert) Unanimously approved.

MOTION to hire part-time Security Guards Latece Pollard and Sherly Ritter at Step 1, \$19.92 per hour, effective immediately. (Orofino; Jensen) Unanimously approved.

MOTION to accept the overpayment of personal time to Barbara Jutting and Kerry Calace in the amount of \$124.34 and \$153.07, respectively. (Rosenthal; Jensen) Unanimously approved.

V. UNFINISHED BUSINESS

A. 114 Thompson Street Update

The Village received the permits, we are waiting to meet with them.

B. 205 E. Main Street Update

Discussed the need for sprinklers, as well as heating/cooling structures, electrical lines, and security cameras.

VI. NEW BUSINESS

A. Telephone System

Our telephone system has become outdated. Our Network Administrator Eric has put together some quotes and would like to present them at the October Board Meeting.

MOTION to enter into Executive Session at 6:53 p.m. to discuss personnel. (Connelly; Jensen). Unanimously approved.

MOTION to resume regular session at 7:07 p.m. (Jensen; Rosenthal). Unanimously approved.

VII. CORRESPONDENCE AND COMMUNICATIONS

The Board discussed current correspondence.

VIII. COMMENTS FROM THE PUBLIC

None present.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 7:11 p.m. (Jensen; Neubert) Unanimously approved.

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Tori Marmol