

**PORT JEFFERSON FREE LIBRARY  
BOARD OF TRUSTEE SPECIAL MEETING MINUTES**

Meeting Date: September 2, 2021

Meeting Time: 6:15 p.m.

Present: John Grossman, President  
Christian Neubert, Vice President  
Joseph Orofino, Financial Officer  
Nicole Connelly, Secretary  
Karyn Jensen, Trustee

Joel Rosenthal, Trustee  
Thomas Donlon, Library Director  
Jennifer DeLeo, Business Manager  
Tori Marmol, Executive Assistant

**I. CALL TO ORDER, *introductory remarks***

J. Grossman called the meeting to order at 6:15 p.m.

**A. Comments from the Board**

None.

**B. Comments from the Public**

None present.

**II. APPROVAL OF AGENDA**

MOTION to approve the Agenda for the September 2, 2021 special meeting. (Connelly;Rosenthal)  
Unanimously approved.

**III. UNFINISHED BUSINESS**

**A. COVID-19**

Discussed the current situation we are in with COVID-19.

MOTION to require mask wearing for all patrons and employees effective Tuesday, September 7, 2021 due to the COVID-19 pandemic. (Neubert;Orofino) Unanimously approved.

**VII. ADJOURNMENT**

MOTION to adjourn the special meeting at 6:26 p.m. (Rosenthal;Orofino) Unanimously approved.

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Tori Marmol*