

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

Meeting Date: November 15, 2021

Meeting Time: 6:00 p.m.

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

Absent w/ Excuse: Joel Rosenthal, Trustee

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

J. Grossman called the meeting to order at 5:59 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 November 15, 2021 Board of Trustee Meeting.  
(Neubert; Jensen) Unanimously approved

MOTION to accept the minutes of the October 25, 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 October 2021**

### **C. Expenses at a Glance for November 2021**

1. FAO Warrants of October 1, 2021 \$4,604.59, October 15, 2021 \$59,091.88; \$70.50, and October 29, 2021 \$7,034.53.
2. Payroll Warrants of October 1, 2021 \$49,458.52, October 15, 2021 \$53,375.62 and October 29, 2021 \$51,102.30.
3. Capital Warrant of October 11, 2021 \$1,750.
4. Warrant of November 15, 2021 \$321,922.56

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

MOTION to accept the annual payment due to New York State & Local Retirement System in the amount of \$288,173. (Orofino; Jensen) Unanimously approved

MOTION to transfer \$3,000,000 from the operating savings account to the operating checking account.  
(Connelly; Jensen) Unanimously approved

## **IV. LIBRARY REPORTS**

### **A. Director**

Director reported:

- We need to pass motions on three resignations as well as the hiring of three new employees.
- We need to approve the lease renewal with Precision Microproducts for our copier machines.
- We need to accept the Public Employer Health Emergency Plan into our policy.
- Reviewed and discussed the SCLS budget and the SCLS Board of Trustees vote.
- We need to approve the contract for CSDNET for our new phone system.

**B. Personnel**

MOTION to terminate Christina Blount as consultant to the Port Jefferson Free Library, effective immediately. (Neubert; Schaefer) Unanimously approved

MOTION to accept the resignation of Library Aide Kathy Dempsey, effective November 2, 2021. (Jensen; Schaefer) Unanimously approved

MOTION to accept the resignation of Librarian Barbara Rouse, effective November 15, 2021. (Orofino; Jensen) Unanimously approved

MOTION to accept the resignation of Librarian Melanie Hamilton, effective November 27, 2021. (Orofino; Jensen) Unanimously approved

MOTION to hire part-time Custodian Joseph Fabbio, at Step 1 \$19.92 per hour, effective immediately. (Connelly; Jensen) Unanimously approved

MOTION to hire part-time Security Guard Donald Pipe, at Step 1 \$19.92 per hour, effective immediately. (Connelly; Jensen) Unanimously approved

MOTION to hire part-time Children's Librarian Diana LaMarca, at Step 1 \$35.49 per hour, effective immediately. (Orofino; Jensen) Unanimously approved

**V. UNFINISHED BUSINESS**

None.

**VI. NEW BUSINESS**

**A. Public Employer Health Emergency Plan**

MOTION to accept the Public Employer Health Emergency Plan into policy. (Orofino; Schaefer) Unanimously approved

**B. CSDNET**

MOTION to accept the contract with CSDNET to configure and install a new on-premises phone system at \$23,781.98. (Jensen; Orofino) Unanimously approved

**C. Precision Microproducts of America, Inc.**

MOTION to accept the lease quote from Precision Microproducts of America, Inc. at \$1,005.50 for 36 months. (Connelly; Schaefer) Unanimously approved

**D. SCLS Budget/Board of Trustees**

MOTION to cast five votes in favor of the SCLS FY 2022 Operating Budget as presented. (Orofino; Connelly) Unanimously approved

MOTION to cast five votes in favor of Harold Trabold for SCLS Board of Trustees. (Orofino; Connelly) 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 6:18 p.m. (Jensen; Connelly) Unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Tori Marmol*