

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: October 25, 2021

Meeting Time: 6:00 p.m.

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

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

Absent with Nicole Connelly, Secretary
Excuse: Jennifer Schaefer, Trustee

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 6:02 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 October 25, 2021 Board of Trustee Meeting.
(Jensen; Rosenthal) Unanimously approved.

MOTION to accept the minutes of the September 27, 2021 Board of Trustee Meeting.
(Orofino; Rosenthal) Unanimously approved.

III. FINANCIAL REPORTS

A. Monthly report given by Jennifer DeLeo

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

C. Expenses at a Glance for October 2021

1. FAO Warrants of September 3, 2021 \$5,880.27 and September 17, 2021 \$57,489.81
2. Payroll Warrants of September 3, 2021 \$50,111.51 and September 17, 2021 \$48,562.55
3. Capital Warrant of September 17, 2021 \$11,775.00
4. Warrant of October 25, 2021 \$31,515.44

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

IV. LIBRARY REPORTS

A. Director

Director reported:

- We need to rescind the employment offers for the two Security Guards and are canvassing for those positions again.
- We are still canvassing for the part-time Custodian position to find the right fit.
- We will once again be hosting the General Election on November 2, 2021.
- The Board will need to review the draft of the Public Employer Health Emergency Plan for discussion at next meeting.
- We need to approve the Thermal Solutions service agreement for one year.

B. Personnel

MOTION to appoint Nicole McGrath from Librarian 1 Step 1 at \$35.49 per hour to Librarian 1 Step 4 at \$39.56 per hour as Supervisor to the Library Aides, effective immediately.

(Rosenthal; Neubert) Unanimously approved.

MOTION to appoint Kimberly Zettwoch from Librarian 1 Step 5 at \$40.91 per hour to Librarian 1 Step 8 at \$46.32 per hour as Supervisor to the Security Guards, effective immediately.

(Orofino; Jensen) Unanimously approved.

MOTION to approve a stipend for Kimberly Zettwoch in the amount of \$2,500, effective immediately.

(Jensen; Neubert) Unanimously approved.

MOTION to appoint Salvatore Filosa as Supervisor to the Tech Clerks, same step and salary, effective immediately. (Orofino; Rosenthal) Unanimously approved.

MOTION to rescind the September 27, 2021 employment offer made to Security Guards Latece Pollard and Sherly Ritter, effective immediately. (Neubert; Jensen) Unanimously approved.

V. UNFINISHED BUSINESS

A. 114 Thompson Street Update

The planning board will need additional drawings of the space.

B. 205 E. Main Street Update

The permits have been submitted to the Village. A flow and pressure test on the two fire hydrants will need to be done before the installment of the sprinkler system.

VI. NEW BUSINESS

A. Telephone System

E. Coverdale presented the Board with his proposal for a new telephone system.

B. Thermal Solutions

MOTION to accept the Thermal Solutions Maintenance and Service Agreement at a rate of \$6,205.00 annually. (Rosenthal; Orofino) Unanimously approved.

VII. CORRESPONDENCE AND COMMUNICATIONS

The Board discussed current correspondence.

MOTION to enter into Executive Session at 6:46 p.m. to discuss personnel.

(Jensen; Neubert) Unanimously approved.

MOTION to resume regular session at 7:01 (Orofino; Rosenthal) Unanimously approved.

VIII. COMMENTS FROM THE PUBLIC

None present.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 7:07 p.m. (Jensen; Orofino) Unanimously approved.

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees