

# PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: December 13, 2021

Meeting Time: 6:00 p.m.

Present: John Grossman, 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

Absent w/Excuse: Christian Neubert, Vice President

## **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 December 13, 2021 Board of Trustee Meeting.  
(Jensen; Connelly) Unanimously approved

MOTION to accept the minutes of the November 15, 2021 Board of Trustee Meeting.  
(Jensen; Connelly) Unanimously approved

## **III. FINANCIAL REPORTS**

### **A. Monthly report given by Jennifer DeLeo**

### **B. Comparative Statement of Expenses and Revenue for the Month Ending November 2021**

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

1. FAO Warrants of November 12, 2021 \$52,699.42 and November 26, 2021 \$7,267.56.
2. Payroll Warrants of November 12, 2021 \$53,328.07 and November 26, 2021 \$53,967.54.
3. Capital Warrant of November 4, 2021 \$1,375.
4. Warrant of December 13, 2021 \$60,718.48.

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

## **IV. LIBRARY REPORTS**

### **A. Director**

Director reported:

- Our annual Library Counsel retainer, increasing \$500 compared to last year, is up for renewal.
- A draft of the Budget has been included in the packet.
- We need to make a motion to terminate part-time Custodian Joseph Fabbio, he never showed and has not returned any phone calls.
- The Dickens Festival was a success.
- Carl Siegel will be running unopposed for a five-year term on the Board of Trustees. We will need Board members to open and close the meeting on that day.

### **B. Personnel**

MOTION to terminate the employment of part-time Custodian Joseph Fabbio, effective immediately.  
(Connelly; Orofino) Unanimously approved

MOTION to hire part-time Library Aide Adam Hardy, at Step 1 \$16.01 per hour, effective immediately.  
(Connelly; Rosenthal) Unanimously approved

**V. UNFINISHED BUSINESS**

**A. 205 East Main Street/114 Thompson Street Update**

There will be a meeting on Thursday, January 6, 2022 for both 205 East Main Street and 114 Thompson Street regarding permits. Board members should attend.

**VI. NEW BUSINESS**

**A. Library Audit Report (*moved to earlier in the meeting*)**

Reviewed and discussed the 2021 Library audit report with Al Coster of Baldessari and Coster LLP.

MOTION to accept the June 30, 2021 Library audit report as presented.

(Orofino; Schaefer) Unanimously approved

**B. Board of Trustees – Slate of Officers Nominations**

J. Grossman nominated the current slate of Officers to remain in place for the 2022 year.

MOTION to accept the nominations for the slate of Officers for the 2022 year.

(Rosenthal; Jensen) Unanimously approved

**C. Preliminary Budget Discussion**

A draft copy of the 2022 Budget was reviewed and discussed. A more definitive Budget will be discussed and adopted at the January Board of Trustee meeting.

**D. Library Attorney Contract Renewals**

MOTION to renew the 2022 retainer contracts with Kevin Seaman as General Counsel and Labor Counsel for an annual retainer of \$9,000. (Connelly; 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 6:44 p.m. (Orofino; Jensen) Unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees