

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: February 28, 2022

Meeting Time: 6:00 p.m.

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

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

I. CALL TO ORDER

J. Grossman called the meeting to order at 6:06 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 February 28, 2022 Board of Trustee meeting.
(Orofino; Rosenthal) unanimously approved

MOTION to accept the minutes of the January 24, 2022 Board of Trustee meeting.
(Connelly; Rosenthal) unanimously approved

MOTION to accept the minutes of the February 7, 2022 Board of Trustee special meeting.
(Connelly; Rosenthal) unanimously approved

MOTION to accept the minutes of the February 17, 2022 Board of Trustee emergency meeting.
(Connelly; Rosenthal) unanimously approved

III. FINANCIAL REPORTS

A. Monthly report given by Jennifer DeLeo

B. Comparative Statement of Expenses and Revenue for the Month Ending January 2022

C. Expenses at a Glance for February 2022

1. FAO Warrants of January 7, 2022 \$56,833.55, and January 21, 2022 \$10,099.26
2. Payroll Warrants of January 7, 2022 \$50,283.39 and January 21, 2022 \$50,702.86
3. Capital Warrants of January 7, 2022 \$75.00 and February 28, 2022 \$13,118.20
4. Warrant of February 28, 2022 \$130,991.03

MOTION to accept all financial warrants as presented. (Siegel; Orofino) unanimously approved

MOTION to transfer funds in the amount of two million dollars from the savings account to the checking account. (Jensen; Siegel) unanimously approved

IV. LIBRARY REPORTS

A. Director Report

- A motion will need to be made to accept the annual report as presented.
- Discussed details regarding an irate patron in the Library.
- Personnel issues were discussed.
- Seeking approval to hire one part-time Librarian in the Teen Center due to staff shortages.
- We are still in the process of canvassing for a part-time Reference Librarian.
- Would like approval to start getting quotes for a new roof.

B. Personnel

MOTION to canvass for a part-time Teen Librarian at Step 1 \$35.49 per hour, effective immediately. (Orofino; Connelly) unanimously approved

V. UNFINISHED BUSINESS

Discussed proceeding to next step of drawing up construction documents for both 114 Thompson and 205 East Main Street.

VI. NEW BUSINESS

A. Annual Report

MOTION to approve the Port Jefferson Free Library Annual Report for Public and Association Libraries-2021 pending SCLS approval. (Jensen; Siegel) 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 6:47 p.m. (Siegel; Rosenthal) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees