

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: March 28, 2022

Meeting Time: 6:00 p.m.

Present: John Grossman, President
Christian Neubert, Vice President
Nicole Connelly, Secretary
Karyn Jensen, Trustee
Joel Rosenthal, Trustee

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

Absent w/Excuse: Joseph Orofino, Financial Officer

I. CALL TO ORDER

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 March 28, 2022 Board of Trustee meeting.
(Siegel; Jensen) unanimously approved

MOTION to accept the minutes of the February 28, 2022 Board of Trustee meeting.
(Siegel; Jensen) unanimously approved

III. FINANCIAL REPORTS

A. Monthly report given by Jennifer DeLeo

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

C. Expenses at a Glance for March 2022

1. FAO Warrants of February 4, 2022 \$4,155.92, and February 18, 2022 \$61,075.83
2. Payroll Warrants of February 4, 2022 \$50,961.49 and February 18, 2022 \$51,562.89
3. Warrant of March 28, 2022 \$61,710.89

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

IV. LIBRARY REPORTS

A. Director Report

- The Budget vote is April 5, 2022; absentee balloting ends April 4, 2022.
- The permit for 114 Thompson Street has been submitted to the Village. We are in the process of getting quotes from landscaping companies.
- We are obtaining quotes from HVAC companies for 205 East Main Street.
- We had several roof companies come and assess our roof and are awaiting quotes from them.
- Motions will need to be made for the hiring of two part-time Librarians.

B. Personnel

MOTION to hire part-time Teen Center Librarian Trainee Jessica Mudano at Step 1 \$24.54 per hour, effective immediately. (Connelly; Rosenthal) unanimously approved.

MOTION to hire part-time Adult Services Librarian Christine Lyons at Step 1 \$35.49 per hour, effective immediately. (Jensen; Connelly) unanimously approved.

V. UNFINISHED BUSINESS

The completion date for 114 Thompson Street may be extended due to delays in the permit process with the Village.

VI. NEW BUSINESS

A. Children's Lighting

The motion to accept the quote from Bass Electric has been tabled.

B. LED Renovation

Discussion about quote received for PSEG's rebate program.

VII. CORRESPONDENCE AND COMMUNICATIONS

The Board discussed current correspondence.

MOTION to enter into Executive Session at 6:47 p.m. to discuss a personnel matter.
(Rosenthal; Connelly) unanimously approved

MOTION to resume regular session at 7:00 p.m. (Jensen; Siegel) unanimously approved

VIII. COMMENTS FROM THE BOARD

C. Neubert summarized upcoming projects/purchases:

- Discussed quote regarding PSEG's performance-based rebate program for renovating the entire Library versus the quote received for only renovating the Children's Department. This not only saves money in the total cost, but in the monthly utility bill as well.
- Fire alarm in the main library will need to be upgraded.
- Discussed options on the Library vehicle that may not be necessary, as well as downsizing. Vehicle could be ready by fall 2022 if ordered in May.

J. Grossman reminded the Board that evaluation forms for the Library Director have been included in the packet.

IX. COMMENTS FROM THE PUBLIC

None present.

MOTION to change the start time of the Port Jefferson Free Library Board of Trustee monthly meetings from 6:00 p.m. to 5:00 p.m. beginning April 25, 2022. (Connelly; Jensen) unanimously approved

X. ADJOURNMENT

MOTION to adjourn the meeting at 7:07 p.m. (Siegel; Rosenthal) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

**PORT JEFFERSON FREE LIBRARY
BUDGET INFORMATIONAL MEETING MINUTES
2022-2023 LIBRARY OPERATING BUDGET**

Meeting Date: March 28, 2022

Meeting Time: 5:30 p.m.

Present: John Grossman, President
Christian Neubert, Vice President
Nicole Connelly, Secretary
Joel Rosenthal, Trustee
Carl Siegel, Trustee

Thomas Donlon, Library Director
Jennifer DeLeo, Business Manager
Tori Marmol, Executive Assistant
David Keegan, Trustee-Port Jefferson School District

Absent w/Excuse Joseph Orofino, Financial Officer
Karyn Jensen, Trustee

I. CALL TO ORDER

J. Grossman called the meeting to order at 5:40 p.m.

II. INTRODUCTION OF SCHOOL DISTRICT REPRESENTATIVE

The Port Jefferson School District Representative David Keegan was introduced along with the Board members and Library administration.

III. VOTER QUALIFICATIONS

The voter qualifications were read by Library Director, T. Donlon.

IV. BUDGET OVERVIEW

Library Director, T. Donlon presented a slide show overview of the 2022-2023 Library Operating Budget.

V. COMMENTS

A. Comments from the Board

None.

B Comments from the Public

None present.

VI. ADJOURNMENT

The Budget Informational Meeting adjourned at 5:50 p.m.

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Tori Marmol