

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: May 9, 2022

Meeting Time: 5:00 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 5:02 p.m.

A. Comments from the Board

None.

B. Comments from the Public

None present.

C. Guest Speaker

Port Jefferson School District Superintendent, Jessica Schmettan, and Deputy Superintendent, Sean Leister, gave a brief presentation regarding the school districts 2022-2023 budget proposal.

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the May 9, 2022 Board of Trustee meeting.

(Connelly; Jensen) unanimously approved

MOTION to accept the minutes of the March 28, 2022 Budget Informational meeting.

(Connelly; Jensen) unanimously approved

MOTION to accept the minutes of the March 28, 2022 Board of Trustee meeting.

(Connelly; Jensen) unanimously approved

MOTION to accept the minutes of the April 11, 2022 Board of Trustee special meeting.

(Connelly; Jensen) unanimously approved

III. FINANCIAL REPORTS

A. Monthly report given by Jennifer DeLeo

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

C. Reporting Payroll and Warrants

1. FAO Warrants of March 4, 2022 \$5,640.78, and March 18, 2022 \$60,545.51
2. Payroll Warrants of March 4, 2022 \$49,935.63 and March 18, 2022 \$50,584.74
3. Capital Warrants of March 18, 2022 \$1,750.00 and April 25, 2022 \$34,281.98
4. Warrant of April 25, 2022 \$78,339.85

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

IV. LIBRARY REPORTS

A. Director Report

- My 2021-2022 annual self-evaluation has been submitted for Board review.
- Policy revision for 20.6 Library Policies has been attached.
- Attached are quotes for the roof. I am obtaining additional quotes for landscaping and sprinklers.
- I will reach out to BBS for an update on when our monthly meeting will be.
- The union has started to meet and put together their negotiations for the new contract.
- We need to make an amendment to the previous motion for the lighting renovation.

B. Personnel

MOTION to accept the resignation of part-time Library Aide Rose Barry, effective April 8, 2022. (Jensen; Orofino) unanimously approved

MOTION to hire part-time Library Aide Anne McNulty at Step 1 \$16.01 per hour, effective immediately. (Siegel; Rosenthal) unanimously approved

V. UNFINISHED BUSINESS

A. 114 Thompson Street Update

We are still waiting on the Village to approve our application for a permit.

B. 205 East Main Street Update

The electrical engineer will be assessing this location sometime this week.

C. Policy Update

Revisions on the policy for Library Policies were discussed. This is the first pass for the policy. It will be voted on at the next Board meeting.

VI. NEW BUSINESS

A. Library Lighting Renovation

An amendment is needed for the previous lighting renovation motion due to the addition of recycling and disposal fees.

MOTION to amend the quote amount from Alta Lighting Group, motion of April 11, 2022, from \$17,902 to \$20,000. (Orofino; Siegel) unanimously approved

B. Roof Replacement

We have received quotes from two roofing companies. We are waiting to hear back from a few others.

VII. CORRESPONDENCE AND COMMUNICATIONS

None.

VIII. COMMENTS FROM THE PUBLIC

None present.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 6:03 p.m. (Siegel; Connelly) unanimously approved.

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees