

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: May 23, 2022

Meeting Time: 5:00 p.m.

Present:	John Grossman, President	Carl Siegel, Trustee
	Christian Neubert, Vice President	Thomas Donlon, Library Director
	Joseph Orofino, Financial Officer	Jennifer DeLeo, Business Manager
	Karyn Jensen, Trustee	Tori Marmol, Executive Assistant
	Joel Rosenthal, Trustee	

Absent w/Excuse: Nicole Connelly, Secretary

I. CALL TO ORDER

J. Grossman called the meeting to order at 5:03 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 May 23, 2022 Board of Trustee meeting.
(Jensen; Rosenthal) unanimously approved

MOTION to accept the minutes of the May 9, 2022 Board of Trustee meeting.
(Jensen; Rosenthal) unanimously approved

III. FINANCIAL REPORTS

A. Monthly report given by Jennifer DeLeo

B. Comparative Statement of Expenses and Revenue for the Month Ending April 30, 2022

C. Reporting Payroll and Warrants

1. FAO Warrants of April 1, 2022 \$4,209.47, April 15, 2022 \$64,316.53, and April 29, 2022 \$9,060.58
2. Payroll Warrants of April 1, 2022 \$50,359.84, April 15, \$51,827.65, and April 29, 2022 \$50,282.91
3. Capital Warrant of May 23, 2022 \$1,418.76
4. Warrant of May 23, 2022 \$39,891.54

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

IV. LIBRARY REPORTS

A. Director Report

- Myrna Gordon, Port Jefferson resident, proposed to plant a peace pole at the expense of the Rotary Club. We now know they do not sponsor a wood pole which is what we preferred. We will try to find funding elsewhere.
- Staff luncheon went well and all staff were very thankful, see attached card.
- We will need to make a motion for Eric Coverdale, Network Technology Manager, to become the Interim Department Head of Custodians.
- We need to accept the motion to hire six summer Pages.
- Permits were received for 114 Thompson Street.
- Received quotes for parking lot sealing and relining.
- We need to make a motion to accept the revision on the policy on Library Policies. The Circulation Policy is currently being worked on.
- The insurance company will need licenses for anyone driving the Library vehicle.

B. Personnel

MOTION to appoint Eric Coverdale from Network and Technology Manager Step 7 at \$38.13 per hour to Network and Technology Manager Step 11 at \$42.63 per hour as Interim Department Head of the Custodians, effective June 1, 2022. (Jensen; Siegel) unanimously approved

MOTION to approve the hire of Gabriel Cesare, Rocca Carpinelli, Paul Cuomo, Kai Kubik, Yushan Pan, and Fiona Reichers as seasonal Summer Reading Pages at \$15.00 per hour, effective immediately. (Orofino; Rosenthal) unanimously approved

V. UNFINISHED BUSINESS

A. Policy Update

1. Library Policies

Reviewed and discussed the second review of the policy on Library Policies.

MOTION to adopt the policy on Library Policies as presented.

(Orofino; Siegel) unanimously approved

2. Circulation Policy

Upcoming revisions on the Circulation Policy were discussed. A draft should be ready for review at the next meeting.

B. Building Update

- Permits were received for 114 Thompson Street. We will be getting quotes for landscapers, masons, and irrigation systems.
- The Fire Marshall and BBS did a walkthrough at 205 East Main Street. We will need a sprinkler system installed. Permits for the sprinkler system, fire alarm, and interior will have to be obtained.

VI. NEW BUSINESS

A. Library Audit Proposal

MOTION to accept the 2022 Library Audit Proposal from Baldessari & Coster LLP at a cost not to exceed \$14,000. (Siegel; Rosenthal) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATIONS

None.

MOTION to enter into executive session at 5:31 p.m. to discuss personnel matters.

(Siegel; Jensen) unanimously approved

MOTION to resume regular session at 5:52 p.m. (Siegel; Rosenthal) unanimously approved

VIII. COMMENTS FROM THE PUBLIC

Tim Roth, territory manager for Garland, presented his roofing system.

MOTION to accept the proposal from More Consulting Corp. for roof replacement not to exceed \$514,000.

(Siegel; Neubert) unanimously approved

IX. ADJOURNMENT

MOTION to adjourn the meeting at 6:45 p.m. (Jensen; Orofino) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Tori Marmol