

# **PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES**

Meeting Date: June 27, 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
	Nicole Connelly, Secretary	Tori Marmol, Executive Assistant
	Joel Rosenthal, Trustee	

Absent w/ Excuse: Karyn Jensen, Trustee

## **I. CALL TO ORDER**

J. Grossman called the meeting to order at 5:00 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 June 27, 2022 Board of Trustee meeting. (Siegel; Orofino) unanimously approved

**MOTION** to accept the minutes of the May 23, 2022 Board of Trustee meeting. (Siegel; Orofino) unanimously approved

## **III. FINANCIAL REPORTS**

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

### **B. Comparative Statement of Expenses and Revenue for the Month Ending May 31, 2022**

### **C. Reporting Payroll and Warrants**

1. FAO Warrants of May 13, 2022 \$57,211.82 and May 27, 2022 \$4,901
2. Payroll Warrants of May 13, 2022 \$50,470.32 and May 27, 2022 \$49,803.74
3. Capital Warrant of May 27, 2022 \$3,732.00
4. Warrant of June 27, 2022 \$72,263.35

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

## **IV. LIBRARY REPORTS**

### **A. Director Report**

- We will need to approve the 2022-2023 Library functions form submitted for reorganization.
- Our lighting project is nearing toward completion.
- The quote for furnishing and installing new bathroom hand dryers is included in the packet.
- We ran into a few issues while investigating locations for new water fountains.
- Landscaping quotes are starting to come in for the 114 Thompson Street location.
- Permits for 205 E. Main Street are being updated to include the sprinkler system.
- We have a few personnel motions that will need to be made.
- The Library is one of the locations for the primary vote tomorrow June 28, 2022.
- The roof replacement is projected to start late September early October.

**MOTION** to enter into executive session at 5:17 p.m. to discuss Director Evaluation and Goals. (Orofino; Connelly) unanimously approved

**MOTION** to resume regular session at 5:30 p.m. (Siegel; Rosenthal) unanimously approved

**MOTION** to accept the transfer of funds in the amount of \$18,992 from the General Fund into the Capital Fund. (Siegel; Connelly) unanimously approved

**B. Personnel**

**MOTION** to approve the May 2022 Draft Performance Evaluation and Goals of the Library Director as the Final Performance Evaluation and Goals. (Connelly; Siegel) unanimously approved

**MOTION** to accept the resignation of part-time Adult Services Librarian Christine Lyons, effective June 30, 2022. (Siegel; Rosenthal) unanimously approved

**MOTION** to increase vacation time for Business Assistant Lisa McDonnell to four weeks effective July 1, 2022. (Orofino; Connelly) unanimously approved

**MOTION** to appoint Teen Librarian Jessica Mudano from Librarian Trainee step 1 at \$24.54 to Librarian I step 1 at \$35.49, effective immediately. (Rosenthal; Orofino) unanimously approved

**MOTION** to approve a 2% pay increase to all confidential employees beginning July 1, 2022. (Connelly; Orofino) unanimously approved

**V. UNFINISHED BUSINESS**

C. Neubert reported he located a used truck to purchase as the Library vehicle. Price is still in negotiations.

**VI. NEW BUSINESS**

**A. Reorganization**

**MOTION** to accept the 2022-2023 reorganization document as presented. (Orofino; Connelly) unanimously approved

**B. Bathroom Hand Dryers**

**MOTION** to accept the quote from Anthem Electric, Inc. in the amount of \$6,800 to replace seven hand dryers in the Library bathrooms. (Siegel; Connelly) unanimously approved

**VII. CORRESPONDENCE AND COMMUNICATIONS**

None.

**VIII. COMMENTS FROM THE PUBLIC**

None present.

**IX. ADJOURNMENT**

**MOTION** to adjourn the meeting at 5:43 p.m. (Neubert; Orofino) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Tori Marmol*