

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

Meeting Date: July 25, 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 5:00 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 July 25, 2022 Board of Trustee meeting.  
(Rosenthal; Siegel) unanimously approved

**MOTION** to accept the minutes of the June 27, 2022 Board of Trustee meeting.  
(Rosenthal; Siegel) unanimously approved

## **III. FINANCIAL REPORTS**

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

### **B. Comparative Statement of Expenses and Revenue for the Month Ending June 30, 2022**

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

1. FAO Warrants of June 10, 2022 \$56,128.61 and June 24, 2022 \$6,464.90
2. Payroll Warrants of June 10, 2022 \$50,518.30 and June 24, 2022 \$65,425.44 - includes \$22,000 for employee health insurance rebate
3. Capital Warrant of June 29, 2022 \$49,283.00 and July 25, 2022 \$5,043.23
4. Warrant of July 25, 2022 \$93,436.98

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

**MOTION** to accept the Comsewogue-Port Jefferson Library Services 2022-2023 Joint Contracts for service to Miller Place and Mount Sinai. (Siegel; Jensen) unanimously approved

**MOTION** to transfer \$2,750,000.00 from the checking account to the savings account.  
(Siegel; Rosenthal) unanimously approved

**MOTION** to approve payment to SCLS for the EBSCO renewal in the amount of \$10,103.00.  
(Orofino; Siegel) unanimously approved

**MOTION** to approve payment to SCLS-Telecommunications in the amount of \$9,900.00.  
(Siegel; Orofino) unanimously approved

**MOTION** to approve payment to USPS for bulk mail replenishment in the amount of \$6,500.00.  
(Orofino; Siegel) unanimously approved

#### **IV. LIBRARY REPORTS**

##### **A. Director Report**

- The lighting renovation has been completed.
- We have received a few landscaping quotes we need to look at for 114 Thompson Street.
- We are waiting to hear back from BBS regarding 205 East Main Street.
- I met with the Lions Club so I could properly thank them for their generous contribution.
- Motions will need to be made to reclassify Annie McNulty to a Librarian Trainee and to increase Lisa Van Middlelem's hourly rate as she takes on an additional role as Payroll Claims Auditor.
- We have several motions for bills that are over \$6,000.
- Resignations will be coming next month for our part-time Security Guard Don Pipe and part-time Custodian Carl Wilson.

**MOTION** to enter into executive session at 5:12 p.m. to discuss personnel matters.

(Rosenthal; Jensen) unanimously approved

**MOTION** to resume regular session at 5:21 p.m. (Siegel; Orofino) unanimously approved

##### **B. Personnel**

**MOTION** to approve the title change of part-time Librarian Aide Annie McNulty step 1 at \$16.01 to part-time Adult Services Librarian Trainee step 1 at \$24.54, effective immediately.

(Jensen; Rosenthal) unanimously approved

**MOTION** to approve an hourly rate increase for Lisa Van Middlelem from \$75.00 to \$85.00, effective immediately. (Jensen; Orofino) unanimously approved

#### **V. UNFINISHED BUSINESS**

None.

#### **VI. NEW BUSINESS**

None.

#### **VII. CORRESPONDENCE AND COMMUNICATIONS**

None.

#### **VIII. COMMENTS FROM THE PUBLIC**

None present.

#### **IX. ADJOURNMENT**

**MOTION** to adjourn the meeting at 5:24 p.m. (Jensen; Orofino) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Tori Marmol*