

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

Meeting Date: October 24, 2022

Meeting Time: 5:00 p.m.

Present:	John Grossman, President	Carl Siegel, Trustee
	Christian Neubert, Vice President	Thomas Donlon, Library Director
	Nicole Connelly, Secretary	Jennifer DeLeo, Business Manager
	Karyn Jensen, Trustee	Tori Marmol, Executive Assistant

Absent w/Excuse:	Joseph Orofino, Financial Officer	Joel Rosenthal, Trustee
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## **I. CALL TO ORDER**

J. Grossman called the meeting to order at 5:01 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 October 24, 2022 Board of Trustees meeting.  
(Siegel; Jensen) unanimously approved

**MOTION** to accept the minutes of the September 19, 2022 Board of Trustees meeting.  
(Siegel; Jensen) unanimously approved

**MOTION** to accept the minutes of the October 14, 2022 Board of Trustees special 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 September 30, 2022**

### **C. Reporting Payrolls and Warrants**

1. FAO Warrants of September 2, 2022 \$516.37, September 16, 2022 \$66,562.60, and September 30, 2022 \$5,091.95
2. Payroll Warrants of September 2, 2022 \$51,238.13, September 16, 2022 \$50,277.62, and September 30, 2022 \$51,691.68
3. Capital Warrants of September 2, 2022 \$50, September 30, 2022 \$1,655.63, and October 24, 2022 \$6,640
4. Warrant of October 24, 2022 \$51,795.85

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

**MOTION** to transfer funds in the amount of \$85,000 from the General Fund to the Capital Fund for payment of roof work. (Siegel; Connelly) unanimously approved

**MOTION** to transfer funds in the amount of \$465,000 from the Operating Fund to the Capital Fund for payment of roof work. (Connelly; Siegel) unanimously approved

## **IV. LIBRARY REPORTS**

### **A. Director Report**

- We will need motions made to move money into the Capital Fund for payment of roof work.
- The roof construction is moving along, we did have a few issues that were uncovered in the process that have been resolved.
- The crane operator damaged the fence; More Roofing will be handling all repairs.

- Pavers for the property on 114 Thompson Street were selected.
- We have contracted with BBS for drawings of the retaining wall that will need to be replaced; the permit has been received as well.
- The fire suppression system necessary for 205 E. Main Street will add more to the original total cost. We will have to go before the planning board to get this approved.
- We need to amend the previous motion to increase the cost of the NYLA Conference.
- We are still canvassing for the part-time Custodian position.
- A motion will need to be made to make Eric Coverdale a permanent Department Head of Custodians.
- Due to the holidays, the November and December board meetings will be a bit earlier.
- Our service agreement with Thermal Solutions is up for renewal; a motion will need to be made.
- Union contract meetings will be starting soon.

**B. Personnel**

**MOTION** to appoint Eric Coverdale as permanent Department Head of Custodians, effective immediately. (Jensen; Siegel) unanimously approved

**V. UNFINISHED BUSINESS**

**A. Policy Update**

**1. Library Vehicle Usage Policy**

Revisions on the draft Library Vehicle Usage Policy were discussed.

**MOTION** to adopt the Library Vehicle Usage Policy as presented. (Siegel; Jensen) unanimously approved

**VI. NEW BUSINESS**

**A. NYLA Conference**

**MOTION** to amend the cost of the NYLA conference, September 19, 2022 motion, from \$2,000 to a cost not to exceed \$2,500. (Siegel; Connelly) unanimously approved

**B. Thermal Solutions**

**MOTION** to accept the Thermal Solutions Maintenance and Service Agreement at a rate of \$6,330 annually. (Connelly; Siegel) unanimously approved.

**VII. CORRESPONDENCE AND COMMUNICATIONS**

None.

**VIII. COMMENTS FROM THE PUBLIC**

None present.

C. Siegel inquired about the reason why the Dump the Junk program had been canceled. It was explained it would be unsafe with the ongoing roof construction.

J. Grossman suggested cleaning up the landscaping in front of 205 E. Main Street temporarily until work begins. C. Neubert will look into having the telephone pole removed.

**IX. ADJOURNMENT**

**MOTION** to adjourn the meeting at 5:31 p.m. (Jensen; Siegel) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Tori Marmol*