

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: September 19, 2022

Meeting Time: 5:00 p.m.

Present:	John Grossman, President	Carl Siegel, Trustee
	Joseph Orofino, Financial Officer	Thomas Donlon, Library Director
	Nicole Connelly, Secretary	Jennifer DeLeo, Business Manager
	Karyn Jensen, Trustee	Tori Marmol, Executive Assistant

Absent w/Excuse: Christian Neubert, Vice President Joel Rosenthal, Trustee

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 September 19, 2022 Board of Trustee meeting. (Siegel; Jensen) unanimously approved

MOTION to accept the minutes of the July 25, 2022 Board of Trustee meeting. (Siegel; Jensen) unanimously approved

III. FINANCIAL REPORTS

A. Monthly report given by Jennifer DeLeo

B. Comparative Statement of Expenses and Revenue for the Months Ending July 31, 2022 and August 31, 2022

C. Reporting Payrolls and Warrants

1. FAO Warrants of July 8, 2022 \$60,930.91 and July 22, 2022 \$11,323.51
2. Payroll Warrants of July 8, 2022 \$49,899.91 and \$32,765.36 (vacation buy-back) and July 22, 2022 \$52,902.46
3. Capital Warrant of August 22, 2022 \$1,070.16
4. Warrant of August 22, 2022 \$98,229.69
5. FAO Warrants of August 5, 2022 \$16,070.08 and August 19, 2022 \$55,145.66
6. Payroll Warrants of August 5, 2022 \$53,412.21 and August 19, 2022 \$53,655.64
7. Capital Warrant of August 5, 2022 \$3,009.52
8. Warrant of September 19, 2022 \$68,097.32

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

MOTION to accept the transfer of funds in the amount of \$67,500 from the Operating Fund to the Capital Fund as per the April 5, 2022 Library Budget vote. (Siegel; Connelly) unanimously approved

MOTION to approve payment to the Regan Agency for the 2022-2023 renewals for our Library Insurances in the amount of \$26,301.14. (Jensen; Orofino) unanimously approved

IV. LIBRARY REPORTS

A. Director Report

- Two Custodians have resigned. We will need motions to hire one full-timer as well as reclassifying a current part-timer to a full-time position. We are still canvassing for an additional part-time Custodian.
- The Petty Cash Policy has been revised as well as the creation of a new Library Vehicle Usage Policy. Both are in draft form and need to be amended or accepted.
- A patron was accidentally locked in the building. Additional closing procedures have been placed to prevent this from happening again.
- A patron hit the building with their car on Thompson Street. A structural engineer reported there was damage only to the bricks and not the inner steel column. A mason was hired to repair the damage.
- The Library roof replacement project will start next week.
- New hand dryers were installed in the bathrooms.
- We received the last quote we were waiting on for the landscaping project for 114 Thompson Street.
- The Library vehicle was swiped on the side by a school bus. The insurance company has been notified.
- The NYLA conference and trade show is coming up, and I would like to start attending once again along with a few staff members.

B. Personnel

MOTION to accept the resignation of full-time Head Custodian Brian Mori, effective August 16, 2022. (Siegel; Connelly) unanimously approved

MOTION to accept the resignation of part-time Custodian Carl Wilson, effective August 27, 2022. (Orofino; Siegel) unanimously approved

MOTION to appoint part-time Custodian Scarlin Velasquez to full-time Custodian at same step, effective immediately. (Connelly; Orofino) unanimously approved

MOTION to hire full-time Custodian John Mitchell, at Step 1 \$20.32 per hour, effective immediately. (Jensen; Siegel) unanimously approved

MOTION to hire part-time Library Aide Theodore Penske, at Step 1 \$16.34 per hour, effective immediately. (Connelly; Siegel) unanimously approved

MOTION to approve a monthly retainer fee for Treasurer/Claims Auditor, Lisa van Middeltem in the amount of \$550.00, effective immediately. (Siegel; Orofino) unanimously approved

V. UNFINISHED BUSINESS

A. Policy Update

1. Petty Cash Policy

Revisions on the draft Petty Cash Policy were discussed.

MOTION to adopt the revised Petty Cash Policy as presented. (Connelly; Siegel) unanimously approved

2. Library Vehicle Usage Policy

The draft of the new Library Vehicle Usage Policy was presented and revisions were discussed.

B. Library Forms

1. Tuition Reimbursement Form

Revisions to the Tuition Reimbursement Form were discussed.

VI. NEW BUSINESS

A. NYLA Conference

MOTION to approve the NYLA conference attendance of Tom Donlon, Kim Zettwoch, and Sal Filosa, at a cost not to exceed \$2,000.00. (Siegel; Jensen) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATIONS

None.

VIII. COMMENTS FROM THE PUBLIC

None present.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:40 p.m. (Orofino; Jensen) unanimously approved

X. CALL TO REOPEN THE BOARD MEETING

J. Grossman reopened the meeting at 5:58 p.m.

MOTION to accept the bid from Organically Green for masonry and landscaping work to be done at 114 Thompson Street, not to exceed \$250,000. (Orofino; Connelly) unanimously approved

XI. ADJOURNMENT

MOTION to adjourn the meeting at 6:01 p.m. (Jensen; Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Tori Marmol