

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Meeting Date: November 14, 2022

Meeting Time: 5:00 p.m.

Present: John Grossman, President
Christian Neubert, Vice President
Karyn Jensen, Trustee
Carl Siegel, Trustee

Thomas Donlon, Library Director
Jennifer DeLeo, Business Manager
Tori Marmol, Executive Assistant

Absent w/Excuse: Joseph Orofino, Financial Officer
Nicole Connelly, Secretary

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.

C. Library Audit Report (*moved to beginning of meeting*)

Al Coster, CPA of Baldessari & Coster LLP reviewed the Library Audit report as of June 30, 2022.

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the November 14, 2022 Board of Trustees meeting.
(Siegel; Jensen) unanimously approved

MOTION to accept the minutes of the October 24, 2022 Board of Trustees 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 October 31, 2022

C. Reporting Payrolls and Warrants

1. FAO Warrants of October 14, 2022 \$62,020.39 and October 28, 2022 \$7,159.66
2. Payroll Warrants of October 14, 2022 \$52,268.64 and October 28, 2022 \$54,093.14
3. Capital Warrants of October 14, 2022 \$5,900.00, \$19,837.50, and \$93,566.00
4. Warrant of November 14, 2022 \$36,390.07

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

IV. LIBRARY REPORTS

A. Director Report

- The roof is almost complete, the flashing is all that is left to get done. That should solve some leakage issues we have.
- We have finished some beautification to 205 East Main Street.
- An arborist declared a tree on our property rotted and so it has been removed.
- Motions for the SCLS Resource Sharing Code and Budget will need to be made.
- Two people have picked up applications for the Trustee Election.

B. Personnel

No changes.

V. UNFINISHED BUSINESS

A. Building Updates

The permits for the retaining wall for 114 Thompson Street have been sent in. Once we get approval, work can begin.

VI. NEW BUSINESS

A. Library Audit Report

MOTION to accept the June 30, 2022 Library Audit report as presented.
(Siegel; Jensen) unanimously approved

MOTION to approve payment in the amount of \$13,140 to Baldessari & Coster LLP for the certified audit of the Library's financial statements for the year ended June 30, 2022.
(Jensen; Siegel) unanimously approved

B. SCLS

MOTION to accept the proposed amendments to the SCLS Resource Sharing Code.
(Jensen; Siegel) unanimously approved

MOTION to approve the Proposed Suffolk Cooperative Library System Fiscal Year 2023 Operating Budget as presented. (Siegel; Jensen) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATIONS

None.

VIII. COMMENTS FROM THE PUBLIC

None present.

MOTION to move the meeting into Executive session at 5:31 p.m. to discuss personnel.
(Siegel; Jensen) unanimously approved.

MOTION to resume the regular board meeting at 5:52 p.m.
(Siegel; Jensen) unanimously approved.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:52 p.m. (Siegel; Jensen) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Tori Marmol