

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Meeting Date: December 12, 2022

Meeting Time: 5:00 p.m.

Present:	John Grossman, President	Karyn Jensen, Trustee
	Christian Neubert, Vice President	Carl Siegel, Trustee
	Joseph Orofino, Financial Officer	Thomas Donlon, Library Director
	Nicole Connelly, Secretary	Tori Marmol, Executive Assistant
Absent w/Excuse:	Joel Rosenthal, Trustee	Jennifer DeLeo, Business Manager

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:00 p.m.

A. Comments from the Board

None.

B. Comments from the Public

None.

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the Agenda for the December 12, 2022 Board of Trustee Meeting. (Siegel; Jensen) unanimously approved

MOTION to accept the minutes of the November 14, 2022 Board of Trustee Meeting. (Orofino; Connelly) unanimously approved

III. FINANCIAL REPORTS

A. Monthly report given by Jennifer DeLeo

B. Comparative Statement of Expenses and Revenue for the Month Ending November 30, 2022

C. Reporting Payrolls and Warrants

1. FAO Warrants of November 11, 2022 \$270,109.63 and November 25, 2022 \$7,301.98
2. Payroll Warrants of November 11, 2022 \$53,299.95 and November 25, 2022 \$55,825.64
3. Capital Warrants of November 11, 2022 \$500.00 and December 12, 2022 \$218,125.00
4. Warrant of December 12, 2022 \$76,698.75

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

J. Orofino suggested it may be time to look around to see if there are better rates at other banks.

IV. LIBRARY REPORTS

A. Director

Director reported:

- Our full-time Custodian John Mitchell has put in his resignation.
- The holiday luncheon will be on Friday, December 16, 2022 starting at 1:00 p.m.
- A motion will need to be made to approve an additional payment to More Consulting. The skylight and roof hatches need to be replaced, as well as the need for additional materials for the roof.
- Drywall was installed at 114 Thompson Street and grading was done. A sign has been put up with a rendering of what the space is expected to look like.
- We have our preliminary budget numbers.
- We need to nominate a slate of Officers.
- The basement flooded from a back-up. The plumbers were called, and the issue has been resolved.

B. Personnel

MOTION to accept the resignation of full-time Custodian John Mitchell, effective December 30, 2022. (Siegel; Orofino) unanimously approved

V. UNFINISHED BUSINESS

A. Roof Replacement

MOTION to approve additional payment in the amount of \$18,850 to More Consulting Corp. for additional roof repairs. (Jensen; Siegel) unanimously approved

VI. NEW BUSINESS

A. Board of Trustees – Slate of Officers Nominations

J. Grossman nominated the current slate of Officers to remain in place for 2023.

MOTION to accept the nominations for the slate of Officers for 2023.

(Orofino; Siegel) unanimously approved

B. Preliminary Budget Discussion

A draft copy of the 2023 Budget was reviewed and discussed. A more definitive Budget will be discussed and adopted at the January Board of Trustee meeting.

C. New York State & Local Retirement System

MOTION to accept the annual payment due to New York State & Local Retirement System in the amount of \$215,219. (Siegel; Orofino) unanimously approved

D. United States Postal Service Account

MOTION to replenish the United States Postal Service account balance in the amount of \$8,000.

(Orofino; Connelly) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATIONS

None.

VIII. COMMENTS FROM THE PUBLIC

None.

MOTION to move the meeting into Executive session at 5:12 p.m. to discuss personnel.

(Jensen; Orofino) unanimously approved.

MOTION to resume the regular board meeting at 5:39 p.m. (Orofino; Jensen) unanimously approved.

J. Grossman wanted an update on Helping Hands. T. Donlon informed him it is going well, we currently have two Social Workers volunteering.

K. Jensen presented the Board with a possible collaboration with the family of a long-time Port Jefferson resident that passed away and has a large amount of historical memorabilia.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:45 p.m. (Siegel; Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Tori Marmol