

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: February 27, 2023

Meeting Time: 5:00 p.m.

Present:	John Grossman, President	Kristen Reilly, Trustee
	Christian Neubert, Vice 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

I. CALL TO ORDER

J. Grossman called the meeting to order at 5:07 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 February 27, 2023 Board of Trustee meeting.
(Connelly; Siegel) unanimously approved

MOTION to accept the minutes of the January 23, 2023 Board of Trustee meeting.
(Reilly; Siegel) unanimously approved

III. FINANCIAL REPORTS

A. Monthly report given by Jennifer DeLeo

B. Comparative Statement of Expenses and Revenue for the Month Ending January 31, 2023

C. Reporting Payrolls and Warrants

1. FAO Warrants of January 6, 2023 \$7,191.97, and January 20, 2023 \$63,276.91
2. Payroll Warrants of January 6, 2023 \$53,614.97 and January 20, 2023 \$51,562.15
3. Capital Warrant of February 27, 2023 \$3,500.00
4. Warrant of February 27, 2023 \$136,505.77

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

IV. LIBRARY REPORTS

A. Director Report

- The Annual State Report has been included in the packet for your review.
- We will need to make motions for the hiring of a part-time Custodian and Children's Librarian.
- We will need approval for two invoices; Homestyle Landscaping & Design and SCLS.
- J. Orofino and I met with Michael from Edward Jones to discuss investments.
- The fire alarm went off while the building was closed on Sunday, February 12, 2023. The Fire Department came and discovered a faulty sensor in the basement which has since been fixed.

MOTION to move the meeting into Executive session at 5:23 p.m. to discuss union negotiations.
(Siegel; Jensen) unanimously approved.

MOTION to resume the regular Board Meeting at 6:37 p.m. (Siegel; Connelly) unanimously approved.

B. Personnel

MOTION to hire part-time Children's Librarian Trainee Amanda Costello at step 1 \$25.04 per hour, effective immediately. (Siegel; Jensen) unanimously approved

MOTION to hire part-time Custodian Joseph Smith at step 1 \$20.32 per hour, effective immediately. (Siegel; Jensen) unanimously approved

V. UNFINISHED BUSINESS

A. Building Updates

The Library was on the agenda for the Village's planning board meeting on February 9, 2023 for the approval of the retaining wall at 114 Thompson Street. We found out after the meeting we do not need a public hearing. We now have to wait until their next meeting on Thursday, March 9, 2023 for their vote of approval.

MOTION to accept the transfer of \$75,000.00 from the General Fund to the Capital Fund for payment of work at 114 Thompson Street. (Siegel; Connelly) unanimously approved

VI. NEW BUSINESS

A. Annual Report

MOTION to approve the Port Jefferson Free Library Annual Report for Public and Association Libraries-2022 pending SCLS approval. (Reilly; Siegel) unanimously approved

B. Landscaping Invoice

MOTION to approve the invoice from HomeStyle Landscaping & Design, Inc. in the amount of \$8,280.00 for the contract year March 15, 2023 to December 31, 2023. (Siegel; Jensen) unanimously approved

C. SCLS Invoice

MOTION to approve the invoice from SCLS in the amount of \$94,232.00 for 2023 Overdrive service. (Jensen; Siegel) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATIONS

None.

VIII. COMMENTS FROM THE PUBLIC

None present.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 6:41 p.m. (Neubert; Siegel) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Tori Marmol