

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: January 23, 2023

Meeting Time: 5:00 p.m.

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

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:02 p.m. and newly elected trustee Kristen Reilly was welcomed by all.

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 January 23, 2023 Board of Trustee Meeting.
(Siegel; Connelly) unanimously approved

MOTION to accept the minutes of the December 12, 2022 Board of Trustee Meeting.
(Siegel; Connelly) unanimously approved

III. FINANCIAL REPORTS

A. Monthly report given by Jennifer DeLeo

B. Comparative Statement of Expenses and Revenue for the Month Ending December 31, 2022

C. Reporting Payrolls and Warrants

1. FAO Warrants of December 9, 2022 \$76,772.26 and December 23, 2022 \$8,495.56
2. Payroll Warrants of December 9, 2022 \$52,548.59 and December 23, 2022 \$52,820.15
3. Capital Warrants of December 9 2022 \$18,850.00 and January 23, 2023 \$10,000.00
4. Warrant of January 23, 2023 \$73,751.91

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

IV. LIBRARY REPORTS

A. Oath of Office, *administered by T. Donlon*

B. Director Report

- We need to accept the resignations of Children's Librarian Sarina LaTorre-Sicurella and Teen Librarian Jessica Mudano.
- We need to approve the motion to hire Teen Librarian Nicole Vion.
- A preliminary budget will be presented. Motions for the budget and tax cap will need to be made.
- The retainer contract with Library attorney Kevin Seaman will need to be renewed.
- There will be a meeting with the Village in February for the retaining wall permit at 114 Thompson Street, as well as the site amendment plan for 205 East Main Street.
- The fire alarm went off due to the detection of smoke from a vape in the bathroom.
- Our elevator collected some water in the shaft from a house that flooded across the street. The electricians found that our pump was slowly dying and a new one has been installed.

MOTION to move the meeting into Executive session at 5:26 p.m. to discuss union negotiations. (Jensen; Connelly) unanimously approved.

MOTION to resume the regular Board Meeting at 6:20 p.m. (Connelly; Jensen) unanimously approved.

C. Personnel

MOTION to accept the resignation of part-time Teen Librarian Jessica Mudano, effective January 12, 2023. (Connelly; Orofino) unanimously approved

MOTION to accept the resignation of part-time Children's Librarian Sarina LaTorre-Sicurella, effective January 21, 2023. (Orofino; Siegel) unanimously approved

MOTION to hire part-time Teen Librarian Trainee Nicole Vion, at Step 1 \$25.04 per hour, effective immediately. (Siegel; Connelly) unanimously approved

MOTION to rescind the January 11, 2023 motion to hire part-time Custodian Michael Grimm, effective immediately. (Jensen; Siegel) unanimously approved

V. UNFINISHED BUSINESS

A. Building Updates

There will be a meeting with the Village Thursday, February 9, 2023 to obtain a permit for the retaining wall at 114 Thompson Street, as well as the site amendment plan for 205 East Main Street.

B. Library Budget - 2023-2024

1. Tax Cap Resolution

WHEREAS, the adoption of the 2023-2024 Fiscal Year Budget for the Port Jefferson Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and while it is not this Board's intention to exceed the New York State Tax Cap, we are very concerned with the lack of timely guidance, cooperation, and information coming from the New York State agencies charged with enforcing this law.

We feel it is necessary to enact this override resolution in order to protect our community's investment in their public Library. This will make our community immune from any errors, omissions, or other difficulties arising from the enforcement of this law.

WHEREAS, General Municipal Law Section 3-c expressly permits the Library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it RESOLVED, that the Board of Trustees of the Port Jefferson Free Library voted and approved to exceed the tax levy limit for the 2023-2024 Fiscal Year by at least the sixty percent of the Board of Trustees as required by state law on January 23, 2023.

MOTION to adopt the tax cap resolution as presented. (Orofino; Connelly) unanimously approved

2. Budget Resolution

A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, MAKING APPROPRIATIONS FOR THE OPERATION OF THE PORT JEFFERSON FREE LIBRARY FOR SUCH A PERIOD. WHEREAS, this board has met at the time and place required to deliberate on the proposed operating budget for fiscal year 2023-2024 and heard all persons desiring to be heard thereon; now, therefore, be it RESOLVED, the sum of \$3,373,217 be approved for the general use and maintenance of the Port Jefferson Free Library during the fiscal year July 1, 2023-June 30, 2024, which said sum shall be raised by the taxation on the taxable property in Union Free School District #6, and that the Board of Education of said district be authorized and directed to collect said sum as provided by section 416 of the education law.

MOTION to adopt the 2023-2024 Library operating budget as presented. (Siegel; Orofino) unanimously approved

VI. NEW BUSINESS

A. Library Attorney Contract Renewals

MOTION to renew the 2023 retainer contracts with Kevin Seaman as General Counsel and Labor Counsel for an annual retainer of \$8,500. (Jensen; Orofino) unanimously approved

B. NYLA Advocacy Day Conference

MOTION to approve the NYLA Advocacy Day conference attendance for Tom Donlon at a cost not to exceed \$700.00. (Orofino; Connelly) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATIONS

None.

VIII. COMMENTS FROM THE PUBLIC

None present.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 6:24 p.m. (Siegel; Orofino) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees