

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: March 27, 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

J. Grossman called the meeting to order at 4:46 p.m. (immediately after the Budget Informational Meeting)

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 March 27, 2023 Board of Trustee Meeting.
(Siegel; Jensen) unanimously approved

MOTION to accept the minutes of the February 27, 2023 Board of Trustee Meeting.
(Orofino; Siegel) unanimously approved

III. FINANCIAL REPORTS

A. Monthly report given by Jennifer DeLeo

B. Comparative Statement of Expenses and Revenue for the Month Ending February 28, 2023

C. Reporting Payrolls and Warrants

1. FAO Warrants of February 3, 2023 \$7,226.94 and February 17, 2023 \$63,803.13
2. Payroll Warrants of February 3, 2023 \$53,638.76 and February 17, 2023 \$52,260.11
3. Warrant of March 27, 2023 \$59,820.65

There was a discussion regarding the current state of the banking industry, specifically with small banks.

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

IV. LIBRARY REPORTS

A. Director Report

- We need to accept the resignation of Security Guard Don Pipe.
- Due to the snow on Monday, February 27, 2023, I did not attend Advocacy Day as previously planned.
- Permits for 114 Thompson Street have been approved, and work will begin within the next coming weeks.
- We are still waiting for approval of permits for 205 East Main Street.
- The Budget Vote will be held in the Library Reading Room on Tuesday, April 4, 2023 from 10:00 a.m. through 9:00 p.m. Newsletters were mailed out mid-March.

MOTION to move the meeting into Executive Session at 5:03 p.m. to discuss union negotiations.
(Siegel; Connelly) unanimously approved.

MOTION to resume the regular Board Meeting at 5:24 p.m. (Siegel; Connelly) unanimously approved.

B. Personnel

MOTION to accept the resignation of part-time Security Guard Donald Pipe, effective March 22, 2023. (Jensen; Siegel) unanimously approved.

V. UNFINISHED BUSINESS

None.

VI. NEW BUSINESS

A. Treasury Bond Purchase

MOTION to approve the March 16, 2023 purchase of one three-month treasury bond and one six-month treasury bond totaling \$2,940,986.12. (Orofino; Connelly) unanimously approved.

B. Banking Services

MOTION to move all banking services from Dime Community Bank to Bank of America, effective immediately. (Orofino; Jensen) unanimously approved.

MOTION to transfer all monies from Dime Community Bank to Bank of America, effective immediately. (Connelly; Siegel) unanimously approved.

C. Director's Evaluation

T. Marmol briefly discussed the Director's evaluation timeline which is to commence in April.

VII. CORRESPONDENCE AND COMMUNICATIONS

None.

VIII. COMMENTS FROM THE PUBLIC

None present.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:27 p.m. (Siegel, Jensen) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

**PORT JEFFERSON FREE LIBRARY
BUDGET INFORMATIONAL MEETING MINUTES
2023-2024 LIBRARY OPERATING BUDGET**

Meeting Date: March 27, 2023

Meeting Time: 4:30 p.m.

Present:	John Grossman, President	Carl Siegel, Trustee
	Christian Neubert, Vice President	Thomas Donlon, Library Director
	Joseph Orofino, Financial Officer	Jennifer DeLeo, Business Manager
	Karyn Jensen, Trustee	Tori Marmol, Executive Assistant
	Kristen Reilly, Trustee	Ryan Walker, Trustee-Port Jefferson School District

Absent w/Excuse: Nicole Connelly, Secretary

I. CALL TO ORDER

T. Donlon called the meeting to order at 4:31 p.m.

II. INTRODUCTION OF SCHOOL DISTRICT REPRESENTATIVE

The Port Jefferson School District Representative Ryan Walker was introduced along with the Board members and Library administration.

III. BUDGET OVERVIEW

Library Director, T. Donlon presented a slide show overview of the 2023-2024 Library Operating Budget.

IV. COMMENTS

A. Comments from the Board

C. Neubert wanted clarification on estimated assessed valuation.

B Comments from the Public

None present.

V. ADJOURNMENT

The Budget Informational Meeting adjourned at 4:42 p.m.

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Tori Marmol