

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: May 8, 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 5:00 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 May 8, 2023 Board of Trustee Meeting.
(Siegel; Connelly) unanimously approved

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

MOTION to accept the minutes of the March 27, 2023 Budget Informational Meeting.
(Jensen; Siegel) unanimously approved

III. FINANCIAL REPORTS

A. Monthly Report Given by Jennifer DeLeo

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

C. Reporting Payrolls and Warrants

1. FAO Warrants of March 3, 2023 \$3,860.40, March 17, 2023 \$63,156.76, and March 31, 2023 \$5,892.39
2. Payroll Warrants of March 3, 2023 \$52,182.65, March 17, 2023 \$53,593.92, and March 31, 2023 \$53,171.87
3. Capital Warrants of March 3, 2023 \$1,181.25 and April 24, 2023 \$31,542.99
4. Warrant of April 24, 2023 \$81,994.02

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

IV. LIBRARY REPORTS

A. Director Report

- The Budget passed 103 to 12.
- Sarah Anker visited the Library to present us with a Certificate of Appreciation.
- Union negotiations have successfully come to a close.
- I have written my annual review write-up as part of my evaluation.
- We have a few invoices that will need motions including SCLS, BBS, as well as the audit proposal.
- We need a motion to allow staff to invest in the Roth IRA retirement accounts.
- I attended the Lions Club meeting and received a donation.
- 114 Thompson Street is underway and should be completed in four to six weeks.
- We had an IT person do an initial walk-through for 205 East Main Street.
- We will be hosting the Meet the Candidates for the Village Trustees on Wednesday, May 10, 2023.

B. Personnel

None.

V. UNFINISHED BUSINESS

None.

C Neubert spoke on behalf of Port Jefferson School District Deputy Superintendent, Sean Leister, since he was unable to attend the meeting to give his presentation regarding the school district's 2023-2024 budget proposal.

VI. NEW BUSINESS

A. SCLS

MOTION to approve the invoice from SCLS in the amount of \$33,539.00 for 2023 membership. (Siegel; Connelly) unanimously approved

B. BBS Architecture

MOTION to approve the invoice from BBS in the amount of \$31,542.99 for the design of 205 East Main Street. (Orofino; Siegel) unanimously approved

C. NYS Deferred Compensation

MOTION to engage with New York State Deferred Compensation 457 plan to allow staff to invest in Roth IRA retirement accounts. (Jensen; Siegel) unanimously approved

D. Record Disposal

MOTION to approve the disposal of various business office fiscal records from July 2014 through April 2017, as per the New York State record retention schedule. (Connelly; Siegel) unanimously approved

E. Library Audit Proposal

MOTION to accept the 2023 Library Audit Proposal from Baldessari & Coster LLP at a cost not to exceed \$12,750. (Orofino; Siegel) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATIONS

None.

VIII. COMMENTS FROM THE PUBLIC

None present.

T. Donlon inquired about the next Board meeting since it is two weeks away. The Board came to a consensus to cancel the May 22, 2023 meeting.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:38 p.m. (Siegel, Jensen) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Tori Marmol