

# **PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES**

Meeting Date: June 20, 2023

Meeting Time: 5:00 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
	Kristen Reilly, Trustee	Tori Marmol, Executive Assistant

Absent w/excuse: Nicole Connelly, Secretary  
Karyn Jensen, Trustee

## **I. CALL TO ORDER**

J. Grossman called the meeting to order at 5:02 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 June 20, 2023 Board of Trustee Meeting.  
(Orofino; Siegel) unanimously approved

**MOTION** to accept the minutes of the May 8, 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 Months Ending April 30, 2023 and May 31, 2023**

### **C. Reporting Payrolls and Warrants**

1. FAO Warrants of April 14, 2023 \$58,682.63, April 28, 2023 \$11,239.16, May 12, 2023 \$65,564.01, and May 26, 2023 \$10,016.15
2. Payroll Warrants of April 14, 2023 \$52,829.41, April 28, 2023 \$51,710.29, May 12, 2023 \$52,767.24, and May 26, 2023 \$51,465.21
3. Capital Warrants of May 26, 2023 \$46,783.00 and June 26, \$1,194.00
4. Warrant of May 22 2023 \$49,325.29

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

**MOTION** to pay the warrant of June 26, 2023 and approve at the July Board Meeting.  
(Siegel; Orofino) unanimously approved

#### **IV. LIBRARY REPORTS**

##### **A. Director Report**

- SCLS is having an open house for Trustees which can be counted towards New York State's trustee education requirements.
- We will need to make a motion to accept the quote from Anthem Electric, Inc.
- A motion will need to be made to accept our annual reorganization document.
- We received correspondence from a patron regarding displays.
- A motion will need to be made to approve a stipend for Librarian Salvatore Filosa for covering the Library Aides while Nikki McGrath is away on maternity leave.
- A motion will need to be made to approve Anne McNulty's spring 2023 tuition reimbursement.
- A motion will need to be made to accept the guidelines given by New York State for COVID leave.
- The Library truck, which was hit by a patron, has damages estimated at \$15,000.
- Police were called to remove a drunk patron from the Library.
- A patron sleeping in the reading room was asked to leave.
- 114 Thompson Street is moving along. Although there was a slight issue with the grading, adjustments were made so the path is ADA compliant.
- We will be replacing the curtains in the Reading Room.
- 205 East Main Street floor plans are starting to get finalized.
- A motion will need to be made to open up the new bank accounts at Bank of America.
- Our three-month Treasury bond has matured and we will need to make a motion to roll that over into a six-month Treasury bond.

**MOTION** to enter into executive session at 5:38 p.m. to discuss personnel.  
(Siegel; Reilly) unanimously approved

**MOTION** to resume regular session at 7:03 p.m. (Siegel; Reilly) unanimously approved

##### **B. Personnel**

**MOTION** to approve the hire of Gabriel Cesare, Rocco Carpinelli, Jacob Huwer, Kai Kubik, Joshua Garcia, Isabella Padilla, and Youssef Elbahey as seasonal Summer Reading Pages at \$15.00 per hour, effective immediately. (Orofino; Siegel) unanimously approved

**MOTION** to approve a stipend for Librarian Salvatore Filosa in the amount of \$2,500, effective immediately. (Siegel; Reilly) unanimously approved

**MOTION** to approve tuition reimbursement to Librarian Trainee Anne McNulty in the amount of \$7,020.00 for the Spring 2023 semester. (Siegel; Reilly) unanimously approved

**MOTION** to approve the May 2023 Draft Performance Evaluation and Goals of the Library Director as the Final Performance Evaluation and Goals. (Siegel; Orofino) unanimously approved

#### **V. UNFINISHED BUSINESS**

None.

#### **VI. NEW BUSINESS**

##### **A. Reorganization**

**MOTION** to accept the 2023-2024 reorganization document as presented.  
(Reilly; Siegel) unanimously approved

##### **B. Johnson Controls Fire Protection LP Invoice**

**MOTION** to approve payment to Johnson Controls Fire Protection LP in the amount of \$9,938.17.  
(Siegel; Orofino) unanimously approved

**C. Anthem Electric Inc.**

**MOTION** to approve the quote from Anthem Electric Inc. not to exceed \$6,100.00 to install electric, not including permit fees etc., at 114 Thompson Street. (Siegel; Reilly) unanimously approved

**D. Bank of America**

**MOTION** to close the Dime credit card and open a Bank of America credit card, effective immediately. (Orofino; Siegel) unanimously approved

**MOTION** to open up a new bank account with Bank of America, effective immediately. (Orofino; Siegel) unanimously approved

**MOTION** to add Positive Pay and Auto Check Return services to Bank of America bank accounts. (Orofino; Siegel) unanimously approved

**E. Treasury Bond**

**MOTION** to roll over the three-month Treasury bond that matured on June 15, 2023 into a six-month Treasury bond. (Orofino; Siegel) unanimously approved

**F. COVID Leave**

**MOTION** to follow New York State law regarding COVID leave to give staff five days of isolation leave if presented with a doctor administered positive COVID test. (Siegel; Reilly) unanimously approved

**G. Union Contract**

**MOTION** to accept the agreement between the NYSUT/Port Jefferson Free Library Staff Association and the Board of Trustees of the Port Jefferson Free Library dated July 1, 2023 through June 30, 2028. (Orofino; Neubert) unanimously approved

**VII. CORRESPONDENCE AND COMMUNICATIONS**

Correspondence received from a patron was discussed.

**VIII. COMMENTS FROM THE PUBLIC**

None present.

**IX. ADJOURNMENT**

**MOTION** to adjourn the meeting at 7:08 p.m. (Orofino, Neubert) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees