

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

Meeting Date: September 18, 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	Jennifer DeLeo, Business Manager
	Nicole Connelly, Secretary	Lisa McDonnell, Asst to the Business Mgr
	Karyn Jensen, Trustee	

Absent w/ Excuse: Thomas Donlon, Library Director

## **I. CALL TO ORDER**

J. Grossman called the meeting to order at 5:04 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 September 18, 2023 Board of Trustee Meeting. (Orfino; Connelly) unanimously approved

**MOTION** to accept the minutes of the August 14, 2023 Board of Trustee Meeting. (Siegel; Orofino) unanimously approved

**MOTION** to table the financial reports until after the executive session. (Siegel; Connelly) unanimously approved

**MOTION** to table the library reports until after the executive session. (Jensen; Connelly) unanimously approved

**MOTION** to table new business until after the executive session. (Siegel; Orofino) unanimously approved

**MOTION** to move the meeting into Executive Session to discuss personnel at 5:05pm. (Jensen; Orofino) unanimously approved

**MOTION** to resume the regular board meeting at 6:01pm. (Siegel; Jensen) unanimously approved

## **III. FINANCIAL REPORTS**

### **A. Monthly Report Given by Jennifer DeLeo**

### **B. Comparative Statement of Expenses & Revenue for the Month Ending August 31, 2023**

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

1. FAO Warrants of August 4, 2023 \$23,417.08 & August 18, 2023 \$70,567.74

2. Payroll Warrants of August 4, 2023 \$54,340.19 & August 18, 2023 \$54,438.44

3. Capital Warrants of August 28, 2023 \$6,100 & September 18, 2023 \$51,283
4. Warrants of August 28<sup>th</sup>, 2023 \$85,590.23 & September 18, 2023 \$53,597.44

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

**MOTION** to approve payment to SCLS in the amount of \$17,305 for Suffolk E Resources renewal. (Siegel; Connelly) unanimously approved

**MOTION** to approve payment to Anthem Electric in the amount of \$6,100 for the electric at 114 Thompson Street. (Connelly; Orofino) unanimously approved

**MOTION** to approve payment to A&D Dynamics in the amount of \$51,283 as the final installment for work at 114 Thompson Street. (Siegel; Jensen) unanimously approved

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

##### **A. Personnel**

**MOTION** to accept the resignation of part time Custodian Joseph Smith as of September 21, 2023. (Siegel; Jensen) unanimously approved

**MOTION** to approve full time librarian Erin Schaarschmidt as the new department head of Adult Services, effective immediately. (Orfino; Reilly) unanimously approved

**MOTION** to approve full time librarian Sal Filosa as the new department head of Teen Services at a rate of \$52.05 per hour effective immediately. (Jensen; Connelly) unanimously approved

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

**MOTION** to increase Jennifer DeLeo's hourly rate by 8% of the original amount retro to July 1. (Reilly; Connelly) unanimously approved.

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

##### **A. 114 THOMPSON STREET**

**MOTION** to increase the amount previously approved at the September 2022 meeting from \$250,000 to \$275,000 for landscaping and masonry work at 114 Thompson Street. (Jensen; Reilly) unanimously approved.

**MOTION** to accept the revised quote from A&D Dynamics from \$187,132 to \$191,632 for masonry work done at 114 Thompson Street. (Connelly; Siegel) unanimously approved.

**MOTION** to accept the revised quote from Organically Green from \$39,675 to \$58,375 for landscaping done at 114 Thompson Street. (Orfino; Jensen) unanimously approved.

**MOTION** to transfer funds in the amount of \$130,000 from the Operating Fund to the Capital Fund for payment of masonry and landscaping work at 114 Thompson Street. (Siegel; Orofino) unanimously approved.

**MOTION** to approve payment to Holmes Irrigation in the amount of \$1,850 for one half of the May 16, 2022 proposal. (Connelly; Siegel) unanimously approved.

**MOTION** to approve payment to Precision Lawn Irrigation Inc. in the amount of \$4,000 for irrigation installation. (Orfino; Siegel) unanimously approved

**VII. CORRESPONDENCE AND COMMUNICATIONS**

None.

**VIII. COMMENTS FROM THE PUBLIC**

None present.

**IX. ADJOURNMENT**

**MOTION** to adjourn the meeting at 6:32 p.m. (Siegel, Jensen) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*