

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

Meeting Date: October 2, 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	Valerie Schwarz

**Hartford Marriott Downtown 200 Columbus Blvd, CT 06103, 21st floor Concierge Lounge.*

I. CALL TO ORDER

J. Grossman called the meeting to order at 5:01 p.m.

A. Comments from the Board

None.

B. Comments from the Public

None present.

II. APPROVAL OF AGENDA

MOTION to approve the agenda for the October 2, 2023 Board of Trustee Meeting. (Siegel; Connelly) unanimously approved

III. COMMENTS FROM THE PUBLIC

None present.

MOTION to move the meeting into Executive Session to discuss personnel at 5:04 p.m. (Jensen; Siegel) unanimously approved

MOTION to resume the regular board meeting at 5:28 p.m. (Siegel; Connelly) unanimously approved

As per Kevin Seaman -RESOLVED, that the resignation of Director Thomas Donlon is accepted effective October 1, 2023; and it is

FURTHER RESOLVED, that Board President Grossman is authorized to execute the “Settlement and Release Agreement” dated the 2nd day of October, 2023. (Connelly; Orofino) unanimously approved

RESOLVED, that the Director is to be provided a paid leave of absence through September 30, 2023. (Jensen; Connelly) unanimously approved

MOTION to approve the increase of Valerie Schwarz's hourly rate from \$70.00 per hour to \$80.00 per hour, effective September 20, 2023. (Siegel; Connelly) unanimously approved

MOTION to approve Valerie Schwarz in the Directors absence, to approve all invoices, to approve bank transfers and to sign all requisitions and purchase orders, effective immediately. (Siegel;Orofino) unanimously approved

MOTION to revise the hourly rate for Sal Filosa previously approved at \$52.05 per hour to \$51.02 per hour retro to September 18, 2023. (Siegel;Connelly) unanimously approved

MOTION to approve payment to Kevin Seaman in the amount of \$4,445.00 for attorney services. (Siegel;Connelly) unanimously approved

MOTION to approve payment to Regan Agency Inc. in the amount of \$31,385.94 for Library Insurance. (Siegel;Jensen) unanimously approved

The board discussed plaques and an online vote for the public to name the Green space. The board discussed the paving for carport installation and decided to table it until a later date due to the cost.

IV. STATEMENT from the Board of Trustees

On October 1, 2023 the Board of Trustees of the PJFL accepted the resignation of Thomas Donlon. In the interim Valerie Schwarz will be acting in the capacity of Interim Director until a replacement Library Director is selected.

V. ADJOURNMENT

MOTION to adjourn the meeting at 5:36 p.m. (Neubert, Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell