# PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: October 23, 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 Valerie Schwarz-Interim Director Nicole Connelly, Secretary Jennifer DeLeo, Business Manager

Karyn Jensen, Trustee Lisa McDonnell, Asst to the Business Manager

#### 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 revised agenda for the October 23, 2023 Board of Trustee Meeting. (Siegel; Jensen) unanimously approved

**MOTION** to accept the minutes of the September 18, 2023 Board of Trustee Meeting.

(Siegel; Connelly) unanimously approved

**MOTION** to accept the minutes of the October 2, 2023 Board of Trustee Meeting.

(Siegel; Connelly) unanimously approved

# III. FINANCIAL REPORTS

- A. Monthly Report Given by Jennifer DeLeo
- B. Comparative Statement of Expenses & Revenue for the Month Ending September 30, 2023
- C. Reporting Payrolls and Warrants
  - 1. FAO Warrants of September 1, 2023 \$9,723.21, September 15, 2023 \$58,704.16 and September 29, 2023 \$10,633.49
  - 2. Payroll Warrants of September 1, 2023 \$49,402.39, September 15, 2023 \$54,521.47 and September 29, 2023 \$52,242.42
  - 3. Capital Warrants of September 29, 2023 \$46,137.50 and October 23, 2023 \$6,900.00
  - 4. Warrants of October 23, 2023 \$90,065.05

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

**MOTION** to move \$75,000 from our Dime Bank Savings Account to our Bank of America Budget Reserve

Savings Account. (Orofino; Siegel) unanimously approved

**MOTION** to move \$82,500 from the General Fund to the Capital Fund as per the

April 4, 2023 budget vote. (Siegel; Connelly) unanimously approved

## IV. LIBRARY REPORTS

## A. Director

• We will need to make motions for the hiring of a part-time Custodian and Security Guard and a full time Librarian.

- We will need to make motions for the retirement and resignation of a part-time and full time Library Clerk.
- Discussed the need for policies for back ground checks for new hires and the new Green Space.
- The board formed a policy committee.
- Trustee election-No applications have been taken.
- Bids for the cottage construction are due October 26, 2023. BBS anticipates completion by fall 2024.
- Thermal Solutions annual contract needs to be approved.
- Hansen Crowley lease renewal and payment for the Teen Center needs to be approved.
- Directors search committee met October 19 and will present later in Executive Session.
- Need to vote on Directors office renovation.
- Board decided against sending a giving letter this year due to the economy. Discussed adding a donation QR code to newsletter.
- Benches were chosen and need to be ordered.
- Motion to accept Organically Greens proposal for lawn care for the Green Space.

**MOTION** to move the meeting into Executive Session to discuss personnel at 5:27(Siegel;Orofino) unanimously approved

**MOTION** to resume the regular board meeting at 6:07(Siegel;Connelly) unanimously approved

#### **B.** Personnel

**MOTION** to hire part-time Security Guard, Jason White at \$20.73 per hour, effective immediately. (Reilly; Jensen) unanimously approved

**MOTION** to hire part-time Custodian, Zachary Stewart at \$20.73 per hour, effective immediately. (Siegel; Connelly) unanimously approved

**MOTION** hire full time Librarian, Erik Himberger at \$36.92 per hour, effective immediately. (Jensen;Siegel) unanimously approved

**MOTION** to accept the retirement of Library Clerk, Cynthia Stuart, effective November 16, 2023. (Jensen;Orofino) unanimously approved

**MOTION** to accept the resignation of Library Clerk, Barbara Jutting, effective October 28, 2023. (Siegel; Jensen) unanimously approved

## V. UNFINISHED BUSINESS

**MOTION** to approve spending of \$3,627.31 for the purchase of three (3) six ft. (6') concrete benches (Model No. TF5029) (Reilly; Siegel) unanimously approved

**MOTION** to approve payment to Organically Green for proposal No. 21031 for plant and lawn care in the amount of \$706.07. (Jensen; Siegel) unanimously approved

**MOTION** to approve payment to Anthem Electric in the amount of \$6,900 for Green Space electric. (Orofino; Connelly) unanimously approved

**MOTION** to pay Valerie Schwarz \$8,520 for Administrative consulting services from September 20, 2023 to October 13, 2023. (Jensen;Siegel) unanimously approved

## VI. NEW BUSINESS

**MOTION** to accept the Thermal Solutions Maintenance and Service Agreement at a rate of \$6,455 annually, effective December 1, 2023. (Siegel;Orofino) unanimously approved

**MOTION** to pay Hansen-Crowley Management, LLC a 1.5% increase, with a new monthly payment of \$4,002.65 beginning November 1, 2023 (Jensen;Siegel) unanimously approved

**MOTION** to refurbish the Director's Office at a cost not to exceed \$7,000. (Siegel;Reilly) unanimously approved

**A MOTION** regarding marketing of the Library was tabled until the November meeting. (Reilly;Connelly) unanimously approved

**MOTION** to appoint Eric Coverdale as Facilities Manager with an increase of 10 percent annually beginning October 23, 2023. (Siegel; Connelly) unanimously approved

## VII. CORRESPONDENCE AND COMMUNICATIONS

None.

## VIII. COMMENTS FROM THE PUBLIC

None present.

## IX. ADJOURNMENT

MOTION to adjourn the meeting at 6:22 p.m. (Siegel, Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly, Secretary, Board of Trustees

Recorded by Lisa McDonnell