

# PORT JEFFERSON FREE LIBRARY

## BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: November 27, 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 5:06 p.m.

#### A. Comments from the Board

Christian Neubert announced that he is not running for another term.

#### B. Comments from the Public

None present.

### II. APPROVAL OF AGENDA/MINUTES

**MOTION** to approve the agenda for the November 27, 2023 Board of Trustee Meeting. (Siegel;Reilly) unanimously approved

**MOTION** to accept the minutes of the October 23, 2023 Board of Trustee Meeting. (Orofino;Siegel) unanimously approved

### III. FINANCIAL REPORTS

#### A. Business Manager's Report to the Treasurer

#### B. Comparative Statements of Expenses and Revenue for the Month Ending October 31, 2023

#### C. Reporting Payrolls and Warrants

1. FAO Warrants of October 13, 2023 (\$60,005.18), and October 27, 2023 (\$90,667.62).
2. Payroll Warrants of October 13, 2023(\$61,996.60), and October 27, 2023 (\$48,763.17).
3. Capital Warrants of November 27, 2023 (\$37,620.87)
4. Warrants of November 27, 2023 (\$343,650.45).

**MOTION** to accept all Financial Warrants as presented. (Siegel;Orofino) unanimously approved

### IV. LIBRARY REPORTS

#### A. Director

- We will need to make motions for the hiring of a part-time and a full-time Library Clerk.
- Received 23 resumes for the Director position.
- We will need motions to rescind and re-word the promotion of Eric Coverdale.
- Trustee Election-reviewed and discussed canceling the election due to lack of candidate interest. Legal advises, "As an Association Library nothing in the Ed. Law 226 requires write-in ballots".
- Next year's budget is in process.
- We had our annual inspection from Utica insurance.
- A motion will be made to adopt the Pre-Employment Background Check policy.
- We received three quotes from BBS Architects for the cottage.

- Director's office renovation is in process.
- Benches for the Green Space have been ordered.
- In contact with security company to remedy alarm issues.
- We will need a motion to approve the SCLS 2024 proposed budget.
- Discussed the need for a video security camera surveillance policy.

**MOTION** to move the meeting into Executive Session to discuss personnel at 5:31 (Jensen;Orofino) unanimously approved

**MOTION** to resume the regular board meeting at 6:03 (Siegel;Connelly) unanimously approved

## **B. Personnel**

**MOTION** to rescind the October 23, 2023 appointment of Eric Coverdale as Facilities Manager. (Jensen;Connelly) unanimously approved

**MOTION** to appoint Eric Coverdale as Administrative Assistant Network and Building Operations at \$48.80/hr, retro to October 23, 2023. (Siegel;Connelly) unanimously approved

**MOTION** to pay Khan DeRenzo a \$500 monthly stipend for Teen Center technology duties retroactively beginning November 2023 through January 2024. (Siegel;Orofino) unanimously approved

**MOTION** to hire Ashley Bonura as full-time Library Clerk, at Step 1, \$20.73/hr. effective immediately. (Siegel;Connelly) unanimously approved

**MOTION** to hire Emma Gutmann as part-time Library Clerk, at Step 1, \$20.73/hr. effective immediately. (Connelly;Siegel) unanimously approved

## **V. UNFINISHED BUSINESS**

**A.** Trustee Election/Annual Meeting/Slate of Officers discussed.

**B.** 205 E Main discussion (building committee). Reviewed and discussed condition of building.

**C.** **MOTION** to approve payment in the amount of \$31,443.79 to BBS Architects. (Orofino;Siegel) unanimously approved

**D.** **MOTION** to approve payment in the amount of \$6,177.08 to National Business Furniture. (Siegel;Connelly) unanimously approved

**E.** **MOTION** to approve payment in the amount of \$12,240 to Valerie Schwarz for Administrative consulting services from October 16, 2023 to November 17, 2023. (Orofino;Connelly) unanimously approved

## **VI. NEW BUSINESS**

**A.** **MOTION** to adopt the Pre-Employment Background Check policy. (Jensen;Reilly) unanimously approved

**B.** **MOTION** to cast five votes in favor of the SCLS Fiscal Year 2024 Operating Budget as presented. (Siegel;Orofino) unanimously approved

**C.** **MOTION** to cast five votes for Susan Tychnowicz for SCLS Board of Trustees. (Siegel;Connelly) unanimously approved

**D.** **MOTION** to approve the annual payment in the amount of \$258,844 to New York State & Local Retirement System. (Orofino;Connelly) unanimously approved

**E.** **MOTION** to approve payment in the amount of \$10,617.69 to EBSCO Information Services. (Siegel;Jensen) unanimously approved

**VII. CORRESPONDENCE AND COMMUNICATION**

**VIII. COMMENTS FROM THE PUBLIC**

None present.

**IX. ADJOURNMENT**

**MOTION** to adjourn the meeting at 6:06 p.m. (Siegel, Connelly) unanimously approved.

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*