

PORT JEFFERSON FREE LIBRARY

BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: December 18, 2023

Meeting Time: 5:00 p.m.

Present: John Grossman, President Valerie Schwarz, Interim Director
Christian Neubert, Vice President Jennifer DeLeo, Business Manager
Joseph Orofino, Financial Officer Lisa McDonnell, Asst to the Business Manager
Nicole Connelly, Secretary
Karyn Jensen, Trustee
Absent: Kristen Reilly, Trustee

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:02 p.m.

A. Comments from the Board-None

B. Comments from the Public-None

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the December 18, 2023 Board of Trustee Meeting. (Orfino;Jensen) unanimously approved

MOTION to accept the minutes of the November 27, 2023 Board of Trustee Meeting. (Connelly;Orfino) unanimously approved

III. FINANCIAL REPORTS

A. Business Manager's Report to the Treasurer

B. Comparative Statements of Expenses and Revenue for the Month Ending November 30, 2023

C. Reporting Payrolls and Warrants

1. FAO Warrants of November 10, 2023 (\$56,185.43), and November 24, 2023 (\$7,129.40).
2. Payroll Warrants of November 10, 2023 (\$49,961.20), and November 24, 2023 (\$54,319.15).
3. Capital Warrant of December 18, 2023(\$5,209.30).
4. Warrant of December 18, 2023 (\$61,098.61).

MOTION to accept all Financial Warrants as presented. (Connelly;Orfino) unanimously approved

IV. LIBRARY REPORTS

A. Director

- We will need to make 4 personnel motions.
- Auditor presented completed audit report.
- First round of interviews for a new director has been completed.
- We need to make a formal nomination as to the slate of officers.
- First draft of budget is complete.
- We had our alarm system serviced.
- A motion to adopt the new surveillance camera policy will need to be made.
- Name the greenspace contest is over. We will pick a winner at January 10, 2024 annual meeting.
- Director's office renovation is complete.
- Thank you to Trustee Jensen for now there will be a QR code added to the back of the newsletter for donations to the library.

- Eric Coverdale will begin process of fabricating our custom sail for the Green Space.

MOTION to move the meeting into Executive Session to discuss personnel at 5:32.

(Orofino; Connelly) unanimously approved

MOTION to resume the regular board meeting at 6:28. (Orofino; Connelly) unanimously approved

B. Personnel

MOTION to accept the November 28, 2023 resignation of Carl Siegel from the Port Jefferson Free Library Board of Trustees. (Connelly;Jensen) unanimously approved

MOTION to accept the resignation of part-time Library Aide, Ann Marie Beagen as of December 15, 2023. (Orofino; Connelly) unanimously approved

MOTION to appoint part-time Purchasing Agent Stephen Boscarino to full-time Purchasing Agent at the same rate, effective January 1, 2024. (Orofino;Jensen) unanimously approved

MOTION to change part-time Library Aide Kai Kubik from a sub to quarter time effective immediately. (Connelly;Orofino) unanimously approved

V. UNFINISHED BUSINESS

A. 205 E Main St.(Tabled)

B. Slate of Officers

MOTION to nominate the following for the Slate of Officers.(Orofino;Connelly) unanimously approved

*John Grossman, President,
Karyn Jensen, Vice President
Joe Orofino, Financial Officer
Nicole Connelly, Secretary*

Please note: *Christian Neubert will remain Vice President until January 10, 2024.*

VI. NEW BUSINESS

A. Library Audit Report-Guest speaker Al Coster, CPA of Baldessari & Coster LLP

MOTION to accept the June 30, 2023 Library Audit report as presented. (Orofino; Connelly) unanimously approved

MOTION to approve payment in the amount of \$13,150 to Baldessari & Coster LLP. (Connelly;Jensen) unanimously approved

B. Surveillance Policy

MOTION to accept the Surveillance Camera Policy as presented. (Orofino;Jensen) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

A. DeMarco letter

VIII.COMMENTS FROM THE PUBLIC

None

IX. ADJOURNMENT

MOTION to adjourn the meeting at 6:34 p.m. (Orofino; Jensen) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell