

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: January 22, 2024

Meeting Time: 5:00 p.m.

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

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:00 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 January 22, 2024 Board of Trustee Meeting. (Jensen;Connelly) unanimously approved

MOTION to accept the minutes of the December 18, 2023 Board of Trustee Meeting. (Jensen;Connelly) unanimously approved

MOTION to appoint Christian Neubert and Nancy Loddigs to the Board of Trustees. (Jensen; Connelly) unanimously approved

Trustee Karyn Jensen resigned her position as Vice President of the Board of Trustees.

Nicole Connelly nominated Christian Neubert as Vice President of the Board of Trustees.

MOTION to approve the nomination. (Jensen;Reilly) unanimously approved

III. FINANCIAL REPORTS

A. Business Manager's Report to the Treasurer

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

C. Reporting Payrolls and Warrants

1. FAO Warrants of December 8, 2023 (\$65,960.18), and December 22, 2023 (\$8,689.91).
2. Payroll Warrants of December 8, 2023(\$49,499.00), and December 22, 2023 (\$51,844.77).
3. Capital Warrant of January 22, 2024 (\$3,507.91).
4. Warrant of January 22, 2024 (\$57,105.40).

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

MOTION to transfer \$1,000,000 out of the Dime Savings and into the Bank of America Budget Reserve Savings Account. (Jensen; Connelly) unanimously approved

IV. LIBRARY REPORTS

A. Director

- The 2024-2025 Operating Budget needs to be voted on tonight.
- We are gathering quotes on repairing the leaking atrium.

- The library’s fireplace firebox will be repaired within the next few weeks
- Digital Provisions will be installing a new camera in the Green Space.
- We need to choose a name for the Green Space tonight.
- Our benches have not been installed due to weather related issues.

B. Personnel

None

V. UNFINISHED BUSINESS

A. 205 E Main Street.

MOTION to award Belfore Construction the bid to renovate 205 East Main Street, provided the October 26, 2023 bid proposal is still valid. (Connelly; Neubert) unanimously approved

B. Green Space name-reviewed and discussed

Trustees agreed upon name of the Green Space will be- The Park at 114.

C. MOTION to approve payment in the amount of \$11,760 to Valerie Schwarz for Administrative consulting services from December 7, 2023 to January 12, 2024. (Connelly; Reilly) unanimously approved

D. 2024-2025 Library Budget-review and adopt

1. Tax Cap Resolution

WHEREAS, the adoption of the 2024-2025 Fiscal Year budget for the Port Jefferson Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and while it is not this Board’s intention to exceed the New York State Tax Cap, we are very concerned with the lack of timely guidance, cooperation, and information coming from the New York State agencies charged with enforcing this law.

We feel it is necessary to enact this override resolution in order to protect our community’s investment in their public library. This will make our community immune from any errors, omissions, or other difficulties arising from the enforcement of this law.

WHEREAS, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

RESOLVED, that the Board of Trustees of the Port Jefferson Free Library voted and approved to exceed the tax levy limit for the 2024-2025 Fiscal Year by at least the sixty percent of the board of trustees as required by state law on January 22, 2024.

MOTION to adopt the tax cap resolution as presented. (Connelly; Jensen) unanimously approved

2. Budget Resolution

A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025, MAKING APPROPRIATIONS FOR THE OPERATION OF THE PORT JEFFERSON FREE LIBRARY FOR SUCH A PERIOD. WHEREAS, this board has met at the time and place required to deliberate on the proposed operating budget for fiscal year 2024-2025 and heard all persons desiring to be heard thereon; now, therefore, be it RESOLVED, the sum of \$3,440,705 be approved for the general use and maintenance of the Port Jefferson Free Library during the fiscal year July 1, 2024-June 30, 2025, which said sum shall be raised by the taxation on the taxable property in Union Free School District #6, and that the Board of Education of said district be authorized and directed to collect said sum as provided by section 416 of the education law.

MOTION to adopt the 2024-2025 Library Operating Budget as presented. (Jensen; Connelly) unanimously approved.

MOTION to move the meeting into Executive Session to discuss personnel at 5:47. (Jensen; Connelly) unanimously approved

MOTION to resume the regular board meeting at 5:56. (Jensen; Connelly) unanimously approved

MOTION to continue to pay Khan DeRenzo a \$500 monthly stipend for Teen Center technology duties for an additional 3 months beginning in February 2024. (Jensen; Connelly) unanimously approved

VI. NEW BUSINESS

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None present.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 6:09 p.m. (Jensen; Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell